

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING  
HELD ON TUESDAY 10<sup>TH</sup> OCTOBER 2017

PRESENT: Cllr. Goodchild (in the Chair), Cllrs. Bunyan, Clifford, Fairweather, Fletcher, Swann, Veitch and Warne.

Declaration of Interests, Dispensations, Predetermination or Lobbying:

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

**45/17: Internal Finance Check:**

Cllr. Swann confirmed that the internal finance check had been completed and everything was in order.

**46/17: Authorisation of payment made after the September meeting:**

A list of payments made after the September meeting is filed with these minutes.

**47/17: Cheques presented for payment:**

Cheques for October were signed for payment as per the list filed with these minutes. It was proposed by Cllr. Veitch, seconded by Cllr. Bunyan and agreed to authorise payment of the cheques as presented.

These included:

Policy and Resources	£8,293.88
Burial and Properties	£1,191.12
Environmental Management	£ 519.83
General Funding	<u>£1,937.40</u>
Total	£11,942.23

**48/17: Banking arrangements:**

Cllr. Swann attended Lloyds Bank and met with the Branch Manager. Advice was given on the most suitable accounts to open. Cllr. Swann proposed that a 32 Day Notice Savings account be opened in which to deposit the majority of the funds currently in the HSBC Money Market account. £80,000 would remain in the Money Market to spread the financial risk across banks. He also proposed that an Instant Access Savings account could be opened to replace the current HSBC Treasury account, and used to top up the current account as and when necessary. This was seconded by Cllr. Goodchild and agreed. As the applications for opening the accounts need to be completed online Cllr. Swann would undertake this in the office with the assistance of the Clerks. Cllr. Swann proposed that the HSBC allotment account be closed and the balance absorbed into the general cash balance but earmarked for specified expenditure on the allotments as and when it arises. This was seconded by Cllr. Goodchild and agreed.

**49/17: Responsibilities as sole trustees of Charitable Trusts:**

Cllr. Veitch had prepared and circulated a paper on the various charities to accompany the governing documents the Committee had already received. The paper raised some questions that needed professional advice or clarification to ensure that our current practices are adequate. This item was discussed at length with various points being raised. Cllrs. Veitch and Swann would seek the professional guidance from Buss Murton's charities expert on this.

An email had been received from Mark Scott of Cranbrook Rugby Club requesting authority from the Parish Council to engage a professional rabbit shooter and undertake a shoot in the hours of darkness on the Tomlin Ground, due to excessive numbers. It was agreed that further clarification was necessary on the restrictions listed under the governing document of the Tomlin Murton Playing Fields Trust. The Clerk would contact Mark Scott and ask him to delay until this clarification can be sought.

The Clerk advised that the insurance reinstatement valuation for Angley Cottage had been received and the insurance brokers had been advised. A revised insurance renewal invitation had been received for the sum of £683.54. Members agreed this should be accepted.

**50/17: Staffing:**

The Committee were advised of the hours in lieu that both Clerks had accumulated.

**51/17: Contracts:**

Cllrs. Clifford and Goodchild had a meeting with the Clerk scheduled for next week in which to discuss the Parish Warden's contract.

**52/17: Handling of Quotes:**

A discussion was had around the best procedure to obtain quotes and how the decisions should be reported in the minutes. Cllr. Fletcher proposed that it should be necessary to record the details of successful quote only in the minutes, this was seconded by Cllr. Veitch and agreed. It was emphasised that although we aim to get three quotes for a fair comparison, on some occasions this is not always possible.

**53/17: Tree Work Quotes – Sissinghurst Cemetery/ Crane Valley Nature Reserve.**

Permission had been granted from TWBC to remove two additional trees in Sissinghurst Cemetery. Two quotes had been received and were discussed at length. It was proposed by Cllr. Clifford, seconded by Cllr. Swann and agreed to accept the quote of £995.00 from Ben Hatcher to undertake the felling of the two trees.

Cally Fiddimore of Kent High Weald Project had raised concerns regarding the condition of some of the ash trees within the Nature Reserve. A quote of £238 had been received from The Living Forest to cut back the major deadwood over the boardwalk ensuring the safety of visitors to the area. It was proposed by Cllr. Fairweather seconded by Cllr. Goodchild and agreed to accept the quote and request that the work is carried out as soon as possible.

**54/17: Grant applications:**

a) Following the success of Cranbrook Goes Nuts in May, Cranbrook in Bloom had written to the Parish Council with a request to pledge an amount for next year's event. Cllr. Veitch proposed that, although willing to support the event with a grant similar to the amount awarded this year, we would require a specific request to consider, this was seconded by Cllr. Warne and agreed. Members agreed they were keen to promote and assist with the event.

b) Citizen Advice Bureau had requested financial assistance for the services they provide. Cllr. Fletcher proposed to award a grant of £1,850, this was seconded by Cllr. Goodchild and agreed, subject to the condition that the grant is ring fenced for Cranbrook and Sissinghurst and that the Parish Council logo is included in any of their publicity material.

c) The Royal British Legion – Cranbrook branch, have requested financial assistance of £320.00 towards the Remembrance Day Parade. Cllr. Veitch proposed the full amount be awarded, this was seconded by Cllr. Warne and agreed.

**55/17: Promotion of the Parish Council:**

Cllr. Clifford reported that the next edition of Parish Cake will be available from the 1<sup>st</sup> December. He invited members of the Parish Council to promote the activities that the various committees are doing. There are two pages allocated for the Parish Council which was a good opportunity to promote its work in the parish. A discussion was had on what particular articles were relevant and what parishioners may be interested in.

Cllr. Swann reflected on the 'What's On' section and felt there are events that go in this parish that are not listed. Cllr. Clifford reiterated that the team worked hard producing the publication and do their best to put as much information in as possible.

5617: Items for information:

Cllr. Bunyan wanted to congratulate the team behind Parish Cake, she had recently been told that the Chairman of Staplehurst Parish Council wanted to consider doing something similar.

Cllr. Warne was pleased to announce the application for a grant of £9,000 for the NDP had been successful.