

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING
HELD ON TUESDAY 6TH MARCH 2018

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

107/17: Internal finance check:

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

108/17: Authorisation of payments made after the February meeting:

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

109/17: Authorisation of transfer of monies between accounts:

It was confirmed that no transfers have been necessary since the last meeting.

110/17: Cheques for payment:

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

These included:

Policy and Resources	£14,391.54
Burial and Properties	£ 2,987.83
Environmental Management	<u>£ 565.50</u>
Total	£17,944.87

It was also proposed by Cllr. Swann that authority be given to pay invoices prior to the next meeting, in order that they are cleared before the end of the financial year and any utility invoices that would otherwise incur late payment charges. This proposal was seconded by Cllr. Bunyan and agreed.

111/17: Staffing:

Members thanked the Clerks for their efforts in getting to work during the recent poor weather.

The Committee were advised of the hours in lieu that had been accrued by the Clerks. It was delegated to Cllrs. Veitch and Swann to authorise any remaining hours in lieu to be paid as overtime before the end of this financial year.

112/17: Contracts:

Cllr. Clifford reported that work to revise the Parish Warden's contract is ongoing and he hopes to have a draft ready for the Committee to consider at the next meeting.

113/17: Quotes:

a) Insurance renewal:

As a market review of our insurance is due this year, our brokers Came & Company have asked to consider if the current level of cover is adequate.

The Clerk has been looking at this with the assistance of several councillors. It was agreed to initially accept the increases suggested but to seek professional buildings insurance valuation to ensure we are adequately covered for all eventualities. The Clerk will seek quotes for the valuations.

b) **Fire Risk Assessment:**

A quote for a full fire risk assessment on The Vestry Hall complex to include the offices and Vestry Hall Cottage had been received from Interserve for £945 + VAT. Although Members agreed that an assessment was essential, they felt that a further quote should be sought for comparison. It was proposed by Cllr. Veitch, seconded by Cllr. Warne and agreed that on receipt of another quote, that the decision on who should undertake the assessment should be delegated to Cllr. Clifford.

c) **Defibrillator pads replacement:**

It had been noted that the defibrillator pads on the device currently held at the Milkhouse in Sissinghurst had expired. It was proposed by Cllr. Fairweather, seconded by Cllr. Fletcher and agreed that replacement pads at a cost of £94 + VAT be purchased as soon as possible. The Clerk advised that expiry dates on the pads of all the other devices had been checked and were not in need of replacement.

d) **Registration of Bowls Club land:**

The disparity between the quotes referred to at the last meeting had been clarified. It had occurred because an accurate figure for the Land Registry fee cannot be sought in advance, so this had been estimated differently by both solicitors. It was proposed by Cllr. Swann, seconded by Cllr. Veitch and agreed to accept the quote from Kingsfords of £816.

e) **Approval of a solicitor to act on our behalf in matters relating to the Community Centre:**

Cllr. Veitch advised that we were in the process of seeking quotes for legal advice in all matters in relation to the Community Centre. A brief had been sent to five different solicitors requesting quotes.

114/17: Grant applications:

An application had been received from Cranbrook Literature Festival requesting £1000. It was agreed to defer the decision to next month's Policy & Resources, when the new allocation of grant funding monies would be available.

115/17: Promotion of Parish Council:

Cllr. Clifford reported that the spring edition was available online and in hard copy at the parish office, although due to the inclement weather recently, delivery by Royal Mail, to parishioners had been delayed. He also confirmed that Cllr. Bunyan's article on the Eco Design Guide would be in the summer edition of the magazine. Members congratulated him on the continued success of the publication. Cllr. Fletcher commented on the 'local feel' of the current edition. Cllr. Clifford referred to the article written by Cllr. Fletcher on the creation of a Youth Parish Council and hoped this idea would gather pace.

116/17: Items for information:

a) Cllr. Bunyan advised that the Sissinghurst Flower Show would be held at Sissinghurst Primary School on Saturday 24th March at 2.30pm.

b) Cllr. Veitch reported that at a recent Parish Chairman's meeting, emergency plans had been discussed. Along with Cllr. Fletcher she had investigated and reviewed what plans are already in place by the Emergency Services such as the Police and KFRS. Any plan that we were to create would be superseded by them so they were recommending that a separate Parish Council emergency plan was unnecessary at the present time.

c) Cllr. Warne advised that the Regulation 14 Draft Consultation for the NDP would be promoted in the next edition of Parish Cake.