

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING  
HELD ON TUESDAY 10<sup>TH</sup> APRIL 2018

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

**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.

**117/17: Internal finance check:**

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

**118/17: Authorisation of payments made after the March meeting:**

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

**119/17: Authorisation of transfer of monies between accounts:**

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

**120/17: Cheques for payment:**

Cheques for April 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	£5,231.00
Burial and Properties	£4,273.28
Environmental Management	<u>£8,750.25</u>
Total	£18,254.53

**121/17: Staffing:**

Cllr. Veitch reported that the Clerks appraisals had been completed. The points raised from the appraisals is that workload is increasing and becoming more complex and this is creating an impact on the Deputy Clerks training. The suggestions discussed were:

- Advertise the opening times of 10 – 12noon and implement an appointment only system outside of those hours, applying a frosted film to the glass doors.
- The Clerks to delegate more to the Councillors.
- Contract someone on an adhoc basis for tasks that could be outsourced. A parishioner has come forward offering their assistance. Cllr. Veitch has arranged a meeting to investigate this option.

Cllr. Veitch proposed that a frosted film for the glass doors be purchased for trialling, to advertise and reinforce the opening times in Parish Cake and by the displaying of notices. To obtain costings for a laptop which could be used by a third person and linked to our current system. This was seconded by Cllr. Fairweather and agreed.

Cllr. Clifford enquired if the Clerks job descriptions were up to date, Cllr. Veitch agreed to review. It was agreed that the management consultant, could advise on contracts for staff, however as the Caretaker's contract also involves the tenancy of the Cottage, then specialist legal advice to update this may be necessary.

**122/17: Contracts:**

The Parish Warden contract is still ongoing.

**123/17: Quotes:**

a) Insurance renewal:

Came & Company had obtained 3 quotes on our behalf. Their recommendation would be to accept the quote from Inspire at a reduced cost of £8735.71 if we were to enter into a 3 year long term agreement. Cllr. Swann proposed that we accept the recommendation, this was seconded by Cllr. Veitch and agreed. Cllr. Holmes had reviewed the extent of cover being provided and advised that the quote did not include any terrorism cover. Members agreed that they did not consider it necessary. Although cover for the War Memorials had been increased overall, it did not specify cover for the Hop Plough and Howitzer Gun. Came & Company had been unable to advise us of anyone specialising in valuations for those type of items. Attempts to get accurate quotes in the past had been unsuccessful. Cllr. Veitch offered to undertake some research into possible sources for quotes.

**124/17: G.D.P.R Information Audit:**

Cllr. Veitch suggested that a working group of 2 – 3 councillors. She offered to lead the group. This would be to look at what we need to do to be compliant with the new General Data Protection Regulations. The appointment of a Data Protection Officer will be discussed at next month's Policy & Resources. It was agreed that a working party be set up and Cllr. Veitch will be looking for volunteers in her Chairman's report at Full Council.

**125/17: Format of Chairmen's reporting at the Annual Parish Meeting:**

A discussion was had around the format and presentation of the committees' reports. It was agreed that a 3 minute timeframe be allocated to each Committee Chairman, to keep the reports concise and to convey the essential information. The financial report produced by Cllr. Swann would be printed out and part of the Policy & Resources report. The order of the agenda was discussed and agreed. It would be circulated and posted later in the week. It was also agreed that the Annual Report would be printed in the next edition of the Parish Cake.

**126/17: Parish Council Approval of Memorandum of Agreement for the Charities:**

The original document which had been prepared by Surrey Hills Solicitors was circulated and discussed. With a few minor amendments, Cllr. Fairweather proposed the agreement be accepted. This was seconded by Cllr. Bunyan and agreed. It would also need to be approved by Trustees at a separate meeting of the Charity.

**127/17: Cranbrook in Bloom:**

CIB had formally written to the Parish Council, requesting approval of their plans to change their constitution and to become a Charity. It was agreed that Cllr. Veitch would write and inform them, that we had no objections.

**128/17: Grant applications:**

a) An application had been received from Cranbrook Literature Festival requesting £1,000 towards the promotion and publicity for the Literature Festival taking place this year. Cllr. Bunyan proposed to award £400 this was seconded by Cllr. Fairweather and agreed.

- b) An application had been received by Cranbrook in Bloom for £2,000 to help towards the cost of watering, the purchase of plants and for the maintenance and replacement of some of the plant troughs. Cllr. Veitch proposed to award £1,500 this was seconded by Cllr. Bunyan and agreed.
- c) An application from Farmers Market had been received requesting £542.20 to cover the cost of membership to the Kent Farmers Association and for additional promotional material. It was agreed to defer the application to the next meeting and to request a copy of their accounts and some idea of attendance figures.
- d) An application had been received from Cranbrook School Parents Association requesting £800 towards the refurbishment of the stage floor and the first two rows of the Queen's Theatre. It was proposed by Cllr. Swann, seconded by Cllr. Clifford and agreed that the Committee could not support the request, however Members wished them well with their fundraising efforts.
- e) A request for funding of £5,000 had been received from the Hands of Hope Charity. They are hoping to improve healthy eating and promote the cooking of healthy food and are now based locally in Hawkhurst. Members discussed the application and decided that as the request was not specifically for the benefit of Cranbrook and Sissinghurst residents it was proposed by Cllr. Veitch, seconded by Cllr. Bunyan and agreed that with regret Members could not support the application.

**129/17: Promotion of Parish Council:**

Cllr. Clifford reported that a new advertising executive has been appointed for Parish Cake and the contract was being drafted.

**130/17: Items for information:**

There were no items raised.