

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING  
HELD ON TUESDAY 12<sup>TH</sup> JUNE 2018

PRESENT: Cllr. Swann (in the Chair), Cllrs. Beck, 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.

**1/18: Election of Vice Chairman:**

Cllr. Swann proposed Cllr. Fletcher as Vice Chairman of this Committee, seconded by Cllr. Veitch and agreed.

**2/18: Internal Finance Check:**

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

**3/18: Internal Audit Report:**

The Clerk reported that the Year End Internal Audit had been completed, a copy of which is available to view in the office. The Clerk confirmed that the three minor issues identified had already been addressed.

**4/18: Authorisation of Payments made after the May meeting:**

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

**5/18: Transfer of monies between accounts:**

A list of transfers made between accounts to minimise account charges and maximise interest is filed with these minutes.

**6/18: Cheques for payment:**

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

These included:

Policy and Resources	£17,715.66
Burial and Properties	£ 4,699.57
Environmental Management	<u>£ 2,430.02</u>
Total	£24,845.25

**7/18: Review of Standing Orders:**

The Deputy Clerk had prepared a report highlighting the differences between our current regulations and the new model Standing Orders from NALC. This item had been deferred from last month to allow members to examine the suggested amendments thoroughly. It was proposed by Cllr. Swann, seconded by Cllr. Fletcher and agreed to adopt the amendments in the NALC model Standing Orders 2018 (England). Members would be supplied with new copies as soon as possible.

### **8/18: GDPR – Information Audit:**

Cllr. Veitch advised that the Information Audit was ongoing. She and Cllr. Beck were working through all the information stored in the Tower Room and hoped to progress to that held in the Council Chamber shortly. She had prepared a document listing all the documentation and suggestions of what could be destroyed and where the remainder should be stored, a copy of which is filed with these minutes. She had spoken to representatives of Cranbrook Museum to see if they would like any of the documentation that we are not required by legislation to keep. Discussions with the Museum and KCC archivist Dr Helen Wicken were ongoing. On completion of the audit, a visit from Local Council Public Advisory Service will be organised to ensure compliance. The Clerks are continuing to work through current documentation and amend accordingly. Cllr. Clifford commented that if any of the minute books from 1918 were found, he would be keen to see them as he was intending to do a feature in the autumn edition of Parish Cake. Cllr. Veitch would advise him if they were located.

### **9/18: Fire Risk Assessment:**

The Clerk advised that a fire risk assessment had been carried out on the Vestry Hall complex which included the Weald Information Centre, the Vestry Hall building itself and the attached Vestry Hall Cottage. A meeting had been held between the Clerk and Cllrs. Fletcher, Bunyan and Veitch, Cllrs Holmes and Clifford had sent their apologies. At the meeting, an action plan had been drawn up to respond to the recommendations. One of those was to obtain an Electrical Inspection Condition Report on Vestry Hall Cottage, a quote for £120 to complete this had been received. It was proposed by Cllr. Veitch, seconded by Cllr. Bunyan and agreed to accept the quote. The Chairman and either Cllr. Holmes or Cllr. Fletcher would request a meeting with the caretakers to discuss the report and enlist their assistance in carrying out some of the agreed recommendations. Cllr. Bunyan advised that the report author had suggested several ways that the recommendations could be carried out economically such as the use of fire retardant paint and intumescent seals to fire proof the doors that are not currently compliant.

### **10/18: Bowls Club Lease:**

Members were advised that the current Bowls Club lease was due to expire in September 2018. It was agreed to approach Kingsford Solicitors to obtain a quote to draw up a new lease, the Clerk confirmed they were still in possession of the documents they had required to register the land on our behalf recently.

### **11/18: Purchase of Dust Mats:**

Further to the decision recently to terminate the dust mat contract with PHS, the Clerk had obtained quotes to purchase two mats for the entrance of the Weald Information Centre and one for Golford Chapel. It was agreed to accept the quote from Butler Carpets of £95 each for the two at the WIC and £55 for the smaller one at Golford, with a request to the supplier for a reduction for the multiple order.

### **12/18: Purchase of Laptop and Projector:**

A quote had been obtained for the purchase of a laptop and projector. These were necessary as TWBC would very shortly cease to provide paper plans for planning applications. The laptop would also be useful when the need to outsource some of the office administration work is considered. It was proposed by Cllr. Bunyan, seconded by Cllr. Fairweather and agreed to accept the quote of £1365.60 from Arron Services, our current remote support provider who would also facilitate the linking of the laptop to our current I.T systems. The Clerk agreed to check that the Microsoft Office & Business package included in the quote was necessary as opposed to extending our current package to multi use.

### **13/18: Staffing:**

It was proposed by Cllr. Fairweather, seconded by Cllr. Swann and agreed to approve four hours overtime for the Deputy Clerk as it had been necessary to Clerk an additional NDP meeting at relatively short notice.

#### **14/18: Contracts:**

Cllr. Fairweather declared an interest in the following item.

It had recently been agreed at a Burials and Properties meeting, to appoint A.F Garden Services as the new contractor for the War Memorial grounds contract. The prepared contract was tabled for Members to approve the term, fee and schedule of works to be undertaken. It was agreed that a tick list be devised for the contractor to submit with the monthly invoice. Cllr. Warne queried if it was acceptable to issue a contract to a Parish Councillor, the Clerk advised that there was no legislation to prevent this, Cllr. Clifford added that the contract had been awarded via the tender process and had been fairly awarded. Cllr. Fairweather was in the process of updating his Disclosable Pecuniary Interests to reflect his new company. It was proposed by Cllr. Clifford, seconded by Cllr. Bunyan and agreed to approve the contract for signing by the Clerk, due to his pecuniary interest Cllr. Fairweather took no part in the discussion or vote to approve the contract.

Cllr. Clifford advised that the new contract for Coffee Shop Media to undertake the printing, distribution and advertising for Parish Cake was currently under review by Cllr. Holmes.

#### **15/18: Approval of Charity Co-ordination Agreements:**

The Clerk reminded Members that the co-ordination agreement between the Parish Council and the Tomlin Murton Playing Fields Trust had been agreed by this committee in April, so the agreements for consideration at this meeting were for the Jubilee Field and the War Memorial. It was proposed by Cllr. Swann, seconded by Cllr. Fairweather and agreed to accept the agreements as presented.

The Clerk advised that the trustees of the charities would also need to approve the agreements at the relevant A.G.M scheduled for Thursday evening immediately prior to the Full Council meeting. The Clerk agreed to check the quorum required for the trustees to make a decision.

#### **16/18: Grant Applications:**

a) An application had been received from the Weald branch of Kent Beekeepers Association requesting £500 to assist with marketing and education. Cllr. Fletcher declared an interest as a fundraiser and member of the organisation and left the room while the item was discussed. Although not specific to Cranbrook and Sissinghurst, the branch had many members from the parish. The application detailed a list of events at which the association exhibits throughout the year. They are also going into local schools to make children aware of the importance of bees. It was proposed by Cllr. Bunyan, seconded by Cllr. Warne and agreed to award the amount requested.

b) An application had been received from Friends of Cranbrook C of E Primary School, requesting £220 to help with the cost of hosting the 5K and 10K run in partnership with Sporting Events UK. The money would be used to fund refreshments and go towards the hire of the High Weald Academy. The event raises much needed funds for the children of the Primary School and works to raise the schools profile and helps to build relationships with local businesses. It was proposed by Cllr. Swann, seconded by Cllr. Fairweather and agreed to award the amount requested.

#### **17/18: Promotion of the Parish Council:**

Cllr. Swann declared an interest in the following item as the treasurer of the Flower Festival Event. A letter had been received from an organiser of the Flower Festival asking the Parish Council to consider sponsoring a flower display for the community event, which is to run from 22<sup>nd</sup> June to 24<sup>th</sup> June and is being hosted by St. Dunstan's Church. It was proposed by Cllr. Bunyan, seconded by Cllr. Veitch and agreed to authorise spending of £100 to purchase flowers for a display to be created on behalf of the Parish Council, with a request that local flowers and greenery should be used. The letter confirmed that the Parish Council would be added to the sponsors list.

The Clerk had contacted Kent County Cllr. Sean Holden to pursue his offer to fund silent soldier silhouettes for both Cranbrook and Sissinghurst as a tribute during the forthcoming centenary commemorations.

Cllr. Holden confirmed his intention to pay for them from his Members fund, however the Clerk advised that an order may require pre-payment so Members agreed to authorise the expenditure until the grant from Cllr. Holden could provide reimbursement. There are several options for the silhouettes so it was agreed to delegate the decision of which design to order to Cllrs. Clifford and Fairweather. Cllr. Clifford hoped that there were other events that the Parish Council would become involved in to commemorate the anniversary of the end of the First World War. It was agreed that Cllr. Veitch and Cllr. Clifford would liaise with Major David Riddick as the organiser of many of the Town events.

Cllr. Swann voiced concern to Cllr. Clifford regarding the omission of an article promoting the Flower Festival in Parish Cake. He felt that it was discourteous not to advise people submitting copy for publication that their offerings would not be printed. Cllr. Clifford pointed out that this was not the way magazine publishing worked. The Deputy Clerk suggested that it may be possible to set up an automated message acknowledging receipt of copy and advising that there was no guarantee of publication. Cllr. Clifford was deeply disappointed by the criticisms. Cllr. Fairweather felt that Parish Cake was an exceptional publication and the team behind it should be commended for its success.

**18/18: Items for Information:**

Cllr. Bunyan advised that the Sissinghurst Flower Show was being held at 2.30pm on Saturday 16<sup>th</sup> June at Sissinghurst Primary School.

Cllr. Fairweather advised that a Sissinghurst resident was researching the possibility and logistics of relocating one of the Cranbrook red telephone boxes to Sissinghurst to accommodate an AED. He hoped to report progress to the next Burials and Properties meeting.

The Clerk tabled information received on the launch of Big Wow in the Weald, an event promotion business covering this area.