

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

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

APOLOGIES: Cllr. 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.

**19/18: Internal Finance Check:**

Cllr. Swann confirmed that the internal finance check had been completed and everything was in order. In the recent internal audit report, the auditor had advised that all hirer's of the Vestry Hall should be reminded that payment is required at least two weeks in advance of the booking. A letter had been sent out with the invoices reiterating this. We had received a response from the organiser of the Farmer's Market explaining this would cause difficulties as the invoice was paid from money collected from stallholders at the event. The Committee agreed that for certain community events, it would be acceptable for payment to be made after the booking had taken place.

**20/18: Authorisation of Payments made after the June meeting:**

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

**21/18: Transfer of monies between accounts:**

No transfers between accounts to minimise account charges and maximise interest were necessary in June.

**22/18: Cheques for payment:**

Cheques for July 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	£11,783.59
Burial and Properties	£ 1,669.72
Environmental Management	<u>£ 1,180.12</u>
Total	£14,633.43

**23/18: Fire Risk Assessment Update:**

Cllr. Veitch gave an update on the progress being made to ensure that we were fulfilling the recommendations suggested in the Fire Risk Assessment carried out recently on the Vestry Hall complex. She and Cllr. Fletcher had met with the caretakers to enlist their assistance in completing some of the suggested tasks. A checklist had been drafted for the caretakers to complete on a regular basis which would be circulated to the Burials and Properties Committee and the Clerks for comment. We were awaiting some clarification on which doors required fire proofing before quotes could be sought. We were also awaiting the quotes for installation of an L2 fire alarm system, the Clerk agreed to chase these in readiness for the next Burials and Properties Committee meeting.

**24/18: Community Centre Working Group:**

Cllr. Veitch advised that we were in receipt of the first draft of the legal documents that refer to the Rights of Access. We were also expecting the draft land transfer documents for the toilet block and the Community Centre. These draft documents will go through several drafts before a final draft is worthy of submitting to the Full Council for approval. With this in mind she proposed that an informal working group of herself, Cllr. Fletcher as Vice Chair and Cllrs. Swann and Beck as the internal finance control be delegated to review the documents prior to them being submitted to Full Council. This was seconded by Cllr. Bunyan and agreed. It was suggested that the group could be expanded with more expertise as and when further decisions were required, it was reiterated that no documents would be agreed without the approval of Full Council.

**25/18: Going paperless:**

Cllr. Fairweather had requested that we seek a way of reducing the amount of paperwork that all councillors receive each month. The Clerk had already shown Members their financial reports via the recently purchased laptop and projector, but some Members had struggled to see figures clearly enough. A laser pointer was available at an extra cost of £35 + VAT which Members agreed would be a useful addition. Several suggestions were put forward; such as a specific area on our website where councillors can access the paperwork prior to the meetings and on their own media devices during the meetings as opposed to being supplied with hard copy. The Clerks agreed to ask other parishes if they were paperless and how successfully it works. They would also speak to our website provider to discuss what options may be available to add documentation to the website.

**26/18: Bowls Club Lease:**

A quote of £750 had been received from Buss Murton to renew the current lease which is due to expire in September this year. They had asked if the terms were to remain the same. It was agreed that we should take their advice as to whether in their professional opinion any of the terms should be varied to take into account any new legislation that may apply. The cost of the current lease had been paid for by the trustees of the Bowls Club. It was proposed by Cllr. Fletcher, seconded by Cllr. Fairweather and agreed that the Parish Council would accept the quote but we would approach the trustees to make a contribution to the cost of the renewal.

**27/18: Staffing:**

Cllr. Swann referred to the resignation of the Deputy Clerk and thanked her for all her efforts and wished her well in her new position. This was echoed by the Committee. An advertisement had been placed on our website, the KALC website and in the Wealden Advertiser in the 29<sup>th</sup> June and 6<sup>th</sup> July editions, advertising the vacancy, with a closing date of 13<sup>th</sup> July. As Laura's last day was 20<sup>th</sup> July, it was agreed that appointing a new member of staff should be undertaken as swiftly as possible. It was proposed by Cllr. Swann, seconded by Fairweather and agreed to delegate the task of short listing applicants, conducting interviews and selecting the successful candidate to Cllrs. Veitch and Fletcher. A discussion took place on the starting salary for a newly appointed Deputy Clerk, it was proposed by Cllr. Swann, seconded by Cllr. Bunyan and agreed that spinal point 26 be offered, but with the flexibility being delegated to Cllrs. Veitch and Fletcher to increase this to a maximum of point 28 if considered necessary.

A meeting with our management consultant, Mike Palmby had been set up to discuss with him the suitability of all the current staff contracts. It was agreed that Cllr. Holmes would also be invited as the Councillor responsible for Vestry Hall Cottage, the tenancy of which is included in the Caretakers contract.

**28/18: Contracts:**

Cllr. Clifford advised that Cllr. Holmes was in the process of drafting a contract for the new Parish Cake advertising sales person Mignon Brian, for approval by this Committee.

### **29/18: Grant Applications:**

a) An application had been received from the Cranbrook Apple Fayre requesting £772.38 to cover the cost of insurance for the fayre and up to four other events within the parish, which include the Sissinghurst Fete and next year's Family Fun Day. It was proposed by Cllr. Swann, seconded by Cllr. Bunyan and agreed to award the full amount requested. The Clerks agreed to confirm the dates of the current insurance cover.

b) An application had been received from Sissinghurst Flower Show Society requesting £250 towards the cost of the provision and maintenance of the village flower troughs and the planting of them twice a year to give long lasting spring and summer displays. Cllr. Bunyan declared an interest as the President of the Society and took no further part in the discussion or voting. It was proposed by Cllr. Swann, seconded by Cllr. Fairweather and agreed to award the full amount requested.

### **30/18: Promotion of the Parish Council:**

Cllr. Clifford advised that he had received an email from Cllr. Holmes requesting some funding on behalf of the Cranbrook Tourism Group. They are looking for £900 to cover the cost of running a feature in the Wealden Advertiser for two or three editions, promoting the Town's four main attractions (Windmill, Museum, St. Dunstan's and Cranbrook in Bloom). Cllr. Swann reminded the Committee that we do allocate funds to tourism enhancement in our budget. Cllr. Clifford proposed that £900 be given to the Tourism Group for the promotional feature but with a request that our contribution is acknowledged in any publicity material. There was also a suggestion that the feature should be sent to TWBC for inclusion in the 'Local' publication. The Clerk advised that the promotional short film on Cranbrook Goes Nuts in May had been sent to TWBC with a request to add the link to their website under their heading of 'Tourism'.

Cllr. Clifford advised the last date to submit copy for the autumn edition of Parish Cake was 28<sup>th</sup> July. Advertising space has already sold out and he was pleased to report that the cost code for the magazine was already in credit in excess of £1000. Cllr. Bunyan suggested that an article seeking a woodland burial site be considered for a future issue.

The Silent Soldier silhouettes had been received, the Clerk confirmed that the application to Kent County Cllr. Holden's Members Grant Fund to cover the cost had been submitted. It was agreed that the 'Tommy' that had been allocated to Cranbrook, be sited at the War Memorial, Cllr. Clifford would discuss with the Parish Warden the most appropriate method of securing it in place. It was hoped that Sissinghurst PCC would approve at their meeting tonight, the siting of the RAF silhouette chosen for Sissinghurst alongside the War Memorial.

### **31/18: Items for Information:**

Cllr. Veitch updated the Committee on the suggestions put forward to commemorate the 100<sup>th</sup> anniversary of the ending of WWI which included opening the Vestry Hall on Remembrance Sunday for an event or display of some description. Discussions involving members of the community were ongoing, she would keep Members advised of progress. Cllr. Clifford advised the possibility of a commemorative edition of Parish Cake were being investigated. The autumn edition would include a list of all the events that were already confirmed.

Cllr. Veitch also reported on her meeting with Paul Taylor of TWBC regarding their plans for the future of the service they provide at the Weald Information Centre. County and Borough Cllr. Sean Holden had made representation to TWBC on the matter.

