

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING
HELD ON TUESDAY 7TH AUGUST 2018

PRESENT: Cllr. Swann (in the Chair), Cllrs. Beck, Clifford, Fletcher, Holmes and Warne.

APOLOGIES: Cllr. Bunyan, Fairweather and Veitch.

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.

32/18: Internal Finance Check:

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

33/18: Authorisation of Payments made after the July meeting:

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

34/18: Transfer of monies between accounts:

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

35/18: Cheques for payment:

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

These included:

Policy and Resources	£ 9,632.28
Burial and Properties	£ 678.00
Environmental Management	£ 6,426.82
General Funding	<u>£ 798.00</u>
Total	£17,535.10

36/18: Fire Risk Assessment Update:

The Clerk reported that it had now been clarified which doors in the Vestry Hall required fire proofing, she was now in a position to seek quotes for the work to be undertaken. She also advised that two quotes had been received for the installation of an L2 Fire Alarm System. The quotes differed considerably as one had opted for a wireless system whilst the other had suggested conventional wiring. It was agreed that to allow for implementation as soon as possible and as a matter of urgency further advice on the potential benefits of both types be sought from K.F.R.S. Cllr. Holmes would also speak to our insurance brokers to see if they had any preference or advice to offer.

37/18: Going paperless:

The Clerk had received numerous responses from other Clerks, most of which confirmed they still use a degree of paper copies. It was suggested that initially all Members should visit the Tunbridge Wells Borough Council website to see how they manage their paperless system. Our website provider had offered several options which could be investigated further if necessary.

38/18: Bowls Club Lease Update:

As previously requested by this Committee, the trustees of the Bowls Club had been approached to make a contribution towards the legal costs in renewing the lease. An email had been received from the Chairman of the Bowls Club offering a contribution of £225. The Clerk would respond thanking them and accepting the offer.

39/18: Water Cooler Rental:

Members were advised of a rental scheme available to hire a water cooler for the Council Chamber. The rental of the machine is for a 12 month term and is free to local councils. Large bottles of water are £4.99 each and there is a quarterly charge of £12.50 for cleaning the machine. The disposable cups are £14 per 1000. Cllr. Warne proposed that we enter into a rental contract subject to confirmation that the cups supplied are recyclable, this was seconded by Cllr. Fletcher and agreed.

40/18: Staffing:

Cllr. Swann advised that when the majority of the cleaning of the Vestry Hall had been contracted out, the Caretakers current job description should have been amended. This had been highlighted recently by our Human Resources Advisor. As a result of the recent Fire Risk Assessment and a subsequent meeting with the Caretakers to discuss the recommendations, a checklist for procedures had been drafted, which it was agreed, could be used as a template, adding any other appropriate duties undertaken to devise an up to date job description. Cllr. Clifford also raised concerns that the Caretakers did not currently receive an annual appraisal, it was agreed that they could be undertaken at the same time as the Clerk's appraisals.

A draft copy of the Deputy Clerk's contract had been circulated to all Committee Members prior to this meeting. It had been devised from a NALC model contract. Cllr. Fletcher proposed to approve the contract as presented, this was seconded by Cllr. Warne and agreed.

41/18: Contracts:

Cllr. Holmes advised that since the previous advertising sales person had resigned he had been working on a contract to combine the design and publishing contract with the advertising sales. It had now been decided that both contracts should be kept separate. He reminded Members that the original contract templates had been drawn up by a solicitor. In his capacity as Business Manager for Parish Cake he had made some minor amendments to ensure the contracts were fit for purpose and was seeking Parish Council approval to submit them to Coffee Shop Media and Mignon Brian for acceptance. In response to Cllr. Swann, Cllr. Holmes confirmed that commission on the sponsorship income is included in the commission payable. It will be the responsibility of the sales person to renegotiate when the current sponsorship ends. Cllr. Clifford confirmed that advertising invoices are raised when copy has been sent to press. He also confirmed that the quarterly cost of each edition remained the same as when the magazine was launched. Cllr. Swann thanked Cllr. Holmes for his efforts and proposed the contracts be approved as presented, copies of which will be filed with these Minutes. This was seconded by Cllr. Warne and agreed.

42/18: Grant Applications:

No applications had been received.

43/18: Promotion of the Parish Council:

It had been previously agreed that the Parish Council would have a stall at the Sissinghurst Summer Fete and that the plans for TWBC's proposal for the waiting restrictions in Cranbrook would be displayed, allowing parishioners to be consulted on the proposals. It was also suggested that David Hazlewood and David Riddick be invited to share the stall to help promote the armistice commemorations and poppy appeal in this significant year. As the Parish Council does not own a gazebo it was proposed by Cllr. Swann, seconded by Cllr. Warne and agreed to spend up to £100 to purchase one for such occasions and up to a further £80 for a Parish Council banner to attach to it.

Cllr. Clifford reported that the autumn edition of Parish Cake would be fifty two pages as opposed to the normal forty four. He reiterated his plea to the Chairman of all Committees to provide copy promoting the work their Committees do.

44/18: Items for Information:

No items were raised.