

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING
HELD ON TUESDAY 11TH SEPTEMBER 2018

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

APOLOGIES: Cllr. Fairweather

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.

45/18: Internal Finance Check:

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

46/18: Authorisation of Payments made after the July meeting:

A list of payments made after the July meeting is filed with these minutes. Proposed by Cllr Swann and seconded by Cllr. Veitch and agreed.

47/18: Transfer of monies between accounts: Transfers between accounts to minimise account charges and maximise interest were necessary in August to the value of £10,000. General discussion took place on the amount of money held in the bank. Cllr. Swann confirmed that over £300,000 was for earmarked projects. The balance was split between HSBC and Lloyds so that it was spread between the two banks for the Financial Compensation Scheme.

48/18: Cheques for payment:

Cheques for September would be considered at the Full Council Meeting.

49/18 Fire Risk Assessment Update:

The Deputy Clerk reported that a further quote had been received and a final quote was imminent. The Fire Brigade had been contacted and Mr Phillip Gower had visited the Vestry Hall and given his opinion that a wired system would be his preference at the present time. After further discussion it was agreed that Cllrs. Clifford, Fletcher and Swann would look at the quotes so that they could make a recommendation.

50/18: Staffing:

The Committee agreed unanimously that the Clerks could purchase new suits.

Moorpay Ltd had provided a quote of £50.00 to set up HMRC payments direct. Cllr. Swann proposed to accept the quote seconded by Cllr. Warne and unanimously agreed.

51/18: Contracts:

British Gas had written stating that they were offering a 3 year deal at a fixed tariff price and a further reduction if payment was made by Direct Debit. It was agreed that Cllr. Swann and the Clerk obtain quotes from other suppliers as the cost seemed extremely high.

Discussion took place on the Parish Warden Contract and after a great deal of discussion it was agreed to contact Mike Palmby to clarify certain aspects to ensure we are not breaching HMRC employment regulations. It was suggested that the current contractor should be referred to as General Maintenance Contractor rather than 'Parish Warden', to emphasise that Ivor Hatcher is self-employed and not a direct employee of the Parish Council.

52/18: Grant Applications:

A grant application had been received by Hi Kent to help cover the cost to provide a Hearing Aid Clinic at the Library. It was proposed by Cllr. Swann, seconded by Cllr. Warne not to provide funding in this instance but to wish them well in their fund raising efforts.

53/18: Promotion of the Parish Council:

Mr David Riddick had contacted the Parish Council asking them to consider contributing to the cost of the inscription for R.W.H. Horn, a former resident on the Hartley War Memorial Board in St Dunstan's Church. Cllr. Veitch proposed to make a payment of £65.00, seconded by Cllr. Warne and agreed unanimously.

Cllr. Beck commented that he had helped man the Parish Stall at Sissinghurst Fete and the feedback had been brilliant. It was generally felt that this was a very worthwhile exercise to promote the Parish Council.

Cllr. Clifford agreed to contact the Chairmen of individual Committees by email giving them ideas on possible articles for inclusion in the Parish Cake. All members present had nothing but praise for the magazine which is a huge success. Cllr. Clifford went on to say that it is self-funding and at present no cost to the Parish Council other than time spent by the Clerks for invoicing etc., therefore no need to put money aside in budget at the moment. It was also agreed to forward the last few copies on to K.A.L.C. to check that the Parish Magazine remains compliant with the Quality Parish Council status. The Deputy Clerk confirmed that a copy is kept for archiving.

Discussion took place on the responsibilities of the different committees and it was agreed to circulate the terms of reference to each committee chairman.

Cllr. Swann asked how the 'Be in the Know' was promoted. In answer to this query the Deputy Clerk explained that a link was on the Parish Web Site and since the new GDPR laws came in to place local residents needed to sign up again. Cllr. Clifford agreed to promote this in the Parish Cake in a forthcoming issue which was greatly appreciated.

54/18: Items for Information:

Cllr. Fletcher reported that there was a grant available for the installation of electric car charging points. He was willing to undertake the task of obtaining quotes to install 3 points and complete the grant application form before being presented to the relevant committee for a decision.

Cllr. Bunyan reported that the Sissinghurst Flower Show would be taking place on 15th September.