

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING
HELD ON TUESDAY 9TH OCTOBER 2018

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

APOLOGIES: Cllr. Fairweather 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.

55/18: Internal Finance Check:

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

56/18: Authorisation of Payments made after the September meeting:

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

57/18: Transfer of monies between accounts:

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

58/18: Cheques for payment:

Cheques for October 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 | £7,767.24 |
| Burial and Properties | £1,736.74 |
| Economic & Community | £ 360.00 |
| Environmental Management | £ <u>965.80</u> |
| Total | £10,829.78 |

59/18 Fire Risk Assessment Update:

Cllr. Swann reported that he and Cllr. Fletcher had met and scrutinised all four quotes received for the installation of an L2 Fire Alarm System for the Vestry Hall complex. Cllr. Clifford apologised for not being able to attend and give his input. A local company had been selected and invited to meet with Councillors to clarify what sort of sensors would be used and where they would be positioned, prior to accepting the quote.

60/18: Community Centre:

Cllr. Fletcher referred to the report included in Members paperwork which was a precis of the current status of the project and how it was expected to progress. Building costs had increased significantly since planning permission had been granted. We would need to go back to the beginning to create a desirable and affordable design. As soon as all the legal documents are signed the Parish Council can look to appoint a Project Manager, to work closely with the Steering Group, to deliver the project.

In response to Cllr. Swann, Cllr. Fletcher advised that Jonathan White, who is involved in the building of the Southborough and Paddock Wood Community Centres would be able to offer advice on selecting the best person for the role.

It was proposed by Cllr. Veitch, seconded by Cllr. Fletcher and agreed to authorise sufficient expenditure to cover the cost of advertising for a Project Manager, it would also be advertised on the Public Contracts website which does not incur any cost. Michael Josh, TWBC Lead and Project Manager, would assist in writing the specification for the role.

61/18: Purchase of replacement computer back up battery system:

The Clerk explained that the computer back up battery system had failed and a replacement was necessary. A quote for £120 + Vat had been received from Arron Services. It was proposed by Cllr. Swann, seconded by Cllr. Bunyan and agreed that the quote, plus any set up and delivery costs be accepted.

62/18: Staffing:

At a previous meeting it had been agreed that the Clerks could purchase new uniforms. The Clerk advised that as her current uniform was still in a reasonable condition and is available to buy, that a jacket and two pairs of trousers be purchased for the Deputy Clerk only. The purchase of new suits for both Clerks could be looked into next year.

The Clerk advised that the Caretakers had reported the mobile phone that is used for Vestry Hall hirers to contact them if they are not on the premises, was not working. Further enquires had discovered that as the phone had not made any outgoing calls for a long time the number had been cancelled by the service provider. It was proposed by Cllr. Swann, seconded by Cllr. Clifford and agreed that a new sim and top up card be purchased. A different number will be assigned, the Clerks will amend the booking forms to show the new number.

It had also been agreed at a previous meeting that the Caretakers would be given an annual appraisal at the same time as the Clerks. In the light of recent changes to employment legislation it was delegated to Cllrs. Veitch and Swann to look at their current job description and contracts and seek further advice if necessary.

63/18: Contracts:

Cllr. Clifford referred to the contract with I.C Hatcher for Parish Warden duties. Advice from our HR Consultant Mike Palmby had been sought to ensure that we were contracting Mr. Hatcher as opposed to employing him. The Clerk was confident that we were compliant with the regulations around the awarding of contracts. It was suggested that when the current contract expires and a new contract specification is drafted towards the latter part of next year, all ambiguity can be removed.

64/18: Grant Applications:

An application from the Cranbrook Branch of the Royal British Legion had been received, requesting £1100 towards the cost of WWI commemorations and the Remembrance Day Parade. £680 of this was the cost of a band and a choir at two events. Members felt that these costs should be covered by ticket sales which were priced at £7.50 each. It was proposed by Cllr. Bunyan, seconded by Cllr. Fletcher and agreed to award £700.

65/18: Promotion of Parish Council:

Cllr. Veitch advised that the Royal British Legion had informed their Cranbrook Branch that the parade was a civic event and that the Royal British Legion would not be responsible for any insurance cover for the parade. We had contacted our insurance brokers and were assured that our insurance policy would cover the event, providing relevant risk assessments were completed.

It was proposed by Cllr. Veitch, seconded by Cllr. Fletcher and agreed that David Hazlewood is delegated the responsibility of facilitating the parade as he had already been heavily involved by applying for the road closures.

Cllr. Clifford reported that the next edition of Parish Cake would be published on 1st December, the last date for submitting copy, being 24th October.

He also referred to a Google analytics report that had been circulated by the Clerks. It shows that the majority of visitors to the website are looking at the 'Agenda' and 'Minutes' pages. Our website is a method of promoting what we do and we should consider how we can promote it more. It was agreed that the Clerks would insert the website address under their signatures on all email correspondence and a link to the website could be sent to all 'Be In The Know' subscribers.

Cllr. Beck queried whether our profile could be raised by signing up to social media such as 'Facebook' or 'Twitter'. The Clerks raised concerns that this could cause a large increase in their workload. Cllr. Clifford offered to write a report for Members to consider at the next meeting.

66/18: Items for Information:

Cllr. Veitch referred to the recent correspondence the Clerk had circulated in which the BBC were searching for 'Britain's Best Home Cook' and suggested it could be included in the next edition of Parish Cake.

Cllr. Fletcher referred to the repeat of the BBC Countryfile programme, some of which had been filmed in Cranbrook.

Cllr. Bunyan pointed out some minor typographical errors in the September Full Council Minutes, which the Clerk advised would be rectified prior to seeking approval at the next meeting.

Cllr. Clifford referred to correspondence he had entered into with South East Water Complaints Department, regarding the ongoing leak in Sissinghurst. He advised that samples are being taken to identify the source of the water. He will keep Members appraised of the situation, as and when he receives information.