

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING  
HELD ON TUESDAY 6<sup>TH</sup> NOVEMBER 2018

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

**67/18: Internal Finance Check:**

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

**68/18: Authorisation of Payments made after the October meeting:**

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

**69/18: Transfer of monies between accounts:**

No transfers of monies between accounts were necessary.

**70/18: Cheques for payment:**

Cheques for November 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	£6,602.50
Burial and Properties	£1,381.80
Environmental Management	<u>£ 781.05</u>
Total	£8,765.35

**71/18: Interim Audit Report:**

The Clerk advised we were still awaiting the report so this item would be deferred until next month.

**72/18: Purchase of Christmas Tree lights:**

The Clerk reported that we needed to replace one set of Christmas tree lights this year. Prices for a set of either 80 or 120 lights had been obtained from Cranbrook DIY. It was agreed to purchase a set of 120 multi-coloured lights at a cost of £14.90 from petty cash.

**73/18: Silent Silhouettes:**

A discussion regarding the future of the silhouettes after the commemorations had taken place at the Burials and Properties meeting on 30<sup>th</sup> October. Cllr. Clifford reported that the RAF Museum at Hendon had made an approach to Trinity Church asking if they would consider donating the RAF/RFC silhouette to their Museum. As Kent County Cllr. Sean Holden had funded their purchase, Cllr. Fairweather had approached him for his views on their future use, he had said they had been purchased for Cranbrook and Sissinghurst, so it was entirely our decision as to what to do with them in the future.

It was proposed by Cllr. Fairweather, seconded by Cllr. Veitch and agreed they should stay in situ until the 31<sup>st</sup> December 2018 and retained by the Parish Council, their use in the future years could be decided at another time.

**74/18: Fire Risk Assessment Update:**

Cllrs. Fletcher, Swann and Clifford had met with L & M Fire Protection Limited to clarify exactly what type of sensor equipment would be used and where it would be positioned. They confirmed the work could be scheduled for January 2019 however they would require a deposit of 25% prior to commencement of the work. It was proposed by Cllr. Swann, seconded by Cllr. Clifford and agreed to write and formally accept their quote of £11,150 + VAT.

**75/18: Community Centre:**

Cllr. Fletcher confirmed we were in receipt of the draft land transfer documents in relation to the toilet block, we had asked Tunbridge Wells Borough Council to quote for maintaining the toilets until they were demolished.

There was a meeting planned with the property department of TWBC to go through the quotes received for the car park repairs.

As soon as all the legal documents were signed we would be looking to appoint a Project Manager. Work on putting together an advertisement for the position had already started. The Clerk confirmed we had also successfully registered on the Public Contracts website.

**76/18: Information Audit:**

Cllrs. Veitch and Beck confirmed work on the audit was ongoing, once complete the Clerk would chase Local Council Public Advisory Service, our appointed Data Protection Officer to undertake the compliance visit. Cllr. Swann raised concern that much of the archive material currently in the Tower Room should be in a fire proof cupboard. Cllr. Veitch advised she had a quote for offsite storage which would provide such protection, that could be discussed when the storage requirements needed was established.

**77/18: Staffing:**

The Christmas holiday period was discussed, it was agreed that the Parish Council office would close for the whole of Christmas week. The Clerk would contact Denise Shortall at TWBC to inform her of the decision so she can decide whether or not to send a member of staff on behalf of the Borough.

Cllrs. Veitch and Swann had been delegated to look at the job description and contracts for the Caretakers, due to the time spent preparing for the WWI commemorations this was still to be undertaken, however it was hoped they would make a start on it soon.

**78/18: Contracts:**

The Clerk reported that we had been advised by Cannon Hygiene that they were changing their pricing structure, effective from this month which would mean a minimum weekly invoice value of £5. She had researched what additional services we could use. As usage of the public toilet in the Weald Information Centre increases, it was proposed by Cllr. Swann, seconded by Cllr. Fairweather and agreed that our current provision be increased to include an additional nappy unit and an auto foam soap with monthly service for that toilet and an auto foam soap for the staff toilet which would increase the total cost to £5.38 per week and allow us to meet the minimum invoice requirement.

**79/18: Grant Applications:**

a) The Citizen Advice Bureau had requested financial assistance for the services they provide. The Clerk had received information on the amount of parishioners that accessed the service in Cranbrook.

Cllr. Swann proposed a grant of £2000 be awarded, this was seconded by Cllr. Veitch and agreed, subject to the condition that the grant is ring fenced for Cranbrook and Sissinghurst and that the Parish Council logo is included in any of their publicity material. Cllr. Clifford commented on the range of advice they gave and it was agreed to write and ask if they would consider being the guest speaker at the Annual Parish Meeting in April.

b) An application had been received from the Dence & Weller Charity requesting £150 to purchase voucher books for elderly Cranbrook & Sissinghurst residents at Christmas. It was proposed by Cllr. Fairweather, seconded by Cllr. Fletcher and agreed to award the amount requested.

Cllr. Beck declared a personal interest in the following item as he had been appointed treasurer for the newly formed community organisation.

c) An application requesting £1,500 had been received from a small group of residents wishing to start an outdoor town market in the White Horse car park. It would not be in competition with the current Farmers Market held monthly in the Vestry Hall and would hopefully be held weekly and focus on food and local produce as opposed to arts and crafts. They would like to start by holding a special Christmas Market on 7<sup>th</sup> December. Members fully discussed the application and thought that as a community initiative it should be encouraged and supported. Cllr. Fairweather proposed an initial grant of £750, seconded by Cllr. Fletcher and agreed subject to the condition that any advertising of the market acknowledges the Parish Council support.

#### **80/18: Promotion of Parish Council:**

Cllr. Clifford advised that the next edition of Parish Cake was due out from 1<sup>st</sup> December and would be fifty two pages. The National Trust at Scotney Castle had taken the front cover. Cllr. Holmes in his role as Business Manager of the magazine was chairing a meeting tomorrow to discuss how the invoice procedure could be streamlined. Cllr. Clifford advised that each committee would be allocated an edition in which to promote their committee's activities.

Cllr. Clifford asked Members to consider updating the current Parish Council logo to include some colour to make it more prominent. He would bring some suggestions and proofs to the next meeting.

Cllr. Hall had requested a stall at the Farmers Market in November to gather opinion from residents on the different options for Cranbrook's waiting restrictions. It was proposed by Cllr. Bunyan, seconded by Cllr. Fletcher and agreed to approve the £12 cost of a stall, on the condition that all the information obtained be given to Cllr. Fairweather as Chairman of the Environmental Management Committee to collate, so he can prepare a motion for consideration at the December Full Council meeting.

#### **81/18: Items for Information:**

Cllr. Clifford advised he was running a story about the closure of Perfect Partners in Parish Cake.

Cllr. Veitch advised that the judging sheets for Cranbrook in Bloom's entry into South East in Bloom and Britain in Bloom were with the Clerk along with their current portfolio which was a very informative document, should anyone wish to read them. At a recent meeting with Linda Page, it was suggested that an updated wish list for work in the car parks should be created.

Cllr. Veitch also advised that she would be looking for volunteers for help in setting up and dismantling the WWI exhibition in the Vestry Hall. She also asked councillors to confirm if they were attending the Remembrance Service at St. Dunstan's so sufficient seating could be allocated. A photographer would be in attendance during the day to record the various events taking place.

Cllr. Fletcher confirmed that an application for a government grant to cover 71% of the total cost of installing six electrical charging points in Jockey Lane Car Park had been submitted, it was hoped that we would hear soon.