

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

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

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.

82/18: Internal Finance Check:

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

83/18: Authorisation of Payments made after the November meeting:

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

84/18: Transfer of monies between accounts:

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

85/18: Cheques for payment:

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

These included:

Policy and Resources	£13,469.22
Burial and Properties	£ 1,446.71
Environmental Management	£ 1,236.38
Transfer of Reserves	<u>£ 3,345.00</u>
Total	£19,497.31

86/18: Interim Audit Report:

Cllr. Swann advised that the interim internal audit report had been received from KCC with only one minor issue identified. The audit programme for 2019/20 had also been received, it was agreed that it should be circulated to all Members of the Council. Acceptance of the programme would be sought by resolution at the January Full Council meeting.

87/18: Public Toilets:

Cllr. Swann explained that as the Parish Council were taking on the public toilets in Crane Lane then we would need to budget for their provision and maintenance. We were still awaiting a quote from TWBC for them to continue the cleaning current cleaning programme of twice weekly.

Cllr. Swann proposed that in order to ensure that public toilets are included as part of the Community Centre, £10,000 is allocated in the 2019/20 budget and every year thereafter for the provision of public toilets, on condition that once the Community Centre is built or separate public toilets are no longer required, that the £10,000 is used towards the provision or upkeep of the Community Centre.

This was seconded by Cllr. Fletcher and agreed.

A quote had also been received to increase the cleaning frequency of the public toilet in the Weald Information Centre. It is currently cleaned twice a week during the regular programme of cleaning. An increase to daily cleaning would cost £15 per visit so an additional £45 per week. Cllr. Swann proposed the quote be accepted, this was seconded by Cllr. Veitch and agreed.

88/18: Weald Information Centre Door Service:

The Clerk had been advised that the annual service of the main doors of the Weald Information Centre was due. A quote of £125 + VAT had been received for the service which excludes any parts that may be required. Cllr. Bunyan proposed the quote be accepted, this was seconded by Cllr. Fletcher and agreed. Any additional costs for replacement parts could be authorised by the Clerk if necessary.

89/18: Information Audit:

Cllr. Veitch reported that with the help of Cllr. Beck, she had listed all the information held by the Parish Council, completing the Information Audit. The Clerk would contact LCPAS as our Data Protection Officer to arrange a compliance visit. During the audit they had discovered boxes of old planning applications, Cllr. Veitch confirmed that duplicate copies are held on microfiche by TWBC. She proposed that our copies are destroyed, she was seconded by Cllr. Fairweather and agreed.

It was agreed that quotes for an offsite back up service for the electronic information we hold would be discussed at a future meeting.

90/18: Community Centre:

Cllr. Fletcher advised that work to complete the legal documentation continues.

91/18: Five Year Plan & Budget:

It was agreed to add the annual door service to the Five Year Plan along with the purchase of a new laptop this year. It was also agreed to amend the Neighbourhood Plan heading to show it will need to be reviewed annually. The budgets for Policy & Resources, Economic & Community and General Funding were discussed at length. The staff salaries were discussed, it was proposed by Cllr. Swann, seconded by Cllr. Fletcher and agreed that the Clerks salaries would each be increased by one spinal point as per the conditions of their contract and the Caretaker's would be increased to £8.21 per hour taking into account the recent increase in the National Living Wage, it was also agreed that there would be no increase in the Vestry Hall Cottage rent.

It was proposed by Cllr. Warne, seconded by Cllr. Bunyan and agreed to accept the Five Year Plans and budgets as presented, copies of which are filed with these Minutes. Cllr. Bunyan thanked Cllr. Swann for his hard work in presenting the figures which was echoed by all Members.

92/18: Staffing:

Cllr. Swann reported that he and Cllr. Veitch had conducted annual appraisals for the Caretaker's. A new job description had been created taking into account changes to their role over recent years. They had been asked to comment on the document before the end of the calendar year.

93/18: Contracts:

There were no contract issues to discuss at this meeting.

94/18: Grant Applications:

a) An application had been received from Cranbrook Voluntary Car Service requesting £150 to cover the expense of volunteer's phone charges. It was proposed by Cllr. Swan, seconded by Cllr. Fletcher and agreed to award the amount requested.

It was agreed that Members would receive copies of all applications and a financial report of grants awarded to date so they were better prepared prior to the meeting.

b) Early in 2018, the Environment Management Committee explored the possibility of putting some Electric Vehicle charge points in the Jockey Lane car park for the following reasons:

- To encourage visitors with EVs to be tourists in Cranbrook while their cars are being charged
- To enable local residents, who have no off road parking, to be able to purchase an EV
- Raise the profile of Cranbrook as a Parish looking to the future, as these will eventually be revenue earners for the council – hence siting them on Parish property.

The charge points cost in the order of £7,000 at this time, however the cost of installation – laying a 100Kw cable across the road and then the earthworks and electrical trunking and connections came to a further £14,000, so the idea was not taken further.

The KALC newsletter in late summer mentioned government grants to enable off road parking charge points to attract grant funding up to 75% of the total cost. Councillor Fletcher applied for this funding.

Cranbrook and Sissinghurst Parish Council have received approval for a grant of up to £17,003 towards the cost of the project, as long as the work is completed by March 2019 and that 6 parking places are dedicated to Electric Vehicles.

Cllr. Fletcher proposed that the grant is accepted, this was seconded by Cllr. Bunyan and agreed unanimously. The project will cost the Parish Council a maximum of £4,500, once the grant has been claimed.

95/18: Promotion of Parish Council:

It was agreed to include an agenda item for the next meeting to discuss the 2019 parish elections and how the role of becoming a parish councillor can be promoted. It was agreed to include an article in the spring edition of Parish Cake. Cllr. Clifford reported that consideration was being given to appointing a youth editor for the magazine and to the launch of Parish Cake Community Awards for the summer edition. Ownership of title of the magazine was also discussed, Cllr. Clifford would look into how this could be achieved and report his findings back to the Committee.

The Clerk agreed to contact KALC offering the Vestry Hall as a venue for training, it was thought that new councillor training would be beneficial following the election.

96/18: Items for Information:

No items were raised.