

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING
HELD ON TUESDAY 12TH FEBRUARY 2019

PRESENT: Cllr. Swann (in the Chair), Cllrs. Bunyan, Clifford, Fairweather, Fletcher, Holmes (in part) 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.

112/18: Internal Finance Check:

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

113/18: Authorisation of Payments made after the January meeting:

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

114/18: Transfer of monies between accounts:

A list of the transfer of monies between accounts to minimise charges and maximise interest is filed with these minutes.

115/18: Cheques for payment:

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

These included:

Policy and Resources	£21,795.57
Burial and Properties	£ 3,852.17
Economic and Community	£ 500.00
Environmental Management	£ 2,430.55
Transfer of Reserves	<u>£10,035.00</u>
Total	£38,613.29

116/18: Parish Cake:

a) Outstanding advertising invoices:

Cllr. Clifford explained that Parish Cake depends entirely on advertising revenue and sponsorship to cover the cost of the magazine. He invited Cllr. Holmes to give a report on the outstanding advertising debts. He stated that it was an industry wide accepted risk that some advertisers do not pay despite receiving reminders. A list of debts had accumulated totalling £715, from the first edition to the present date. The list comprised of a mixture of non-payers and several that had arisen from printing errors. Cllr. Clifford thanked the Deputy Clerk for her role in reducing this list, this was echoed by the Committee. Cllr. Veitch proposed the Parish Council write off the debts totalling £715, this was seconded by Cllr. Fletcher and agreed. The list of debtors would be printed on confidentially marked paper and filed with these minutes for audit purposes.

b) Amendment to advertising Terms & Conditions:

In order to minimise debts in the future Cllr. Holmes suggested that an additional clause should be included in the advertising terms and conditions, stating that payment must be made within 21 days of receipt of the invoice to be consistent with the wording present on the invoices issued. It was proposed by Cllr. Clifford that the clause be inserted, this was seconded by Cllr. Swann and agreed.

c) Youth Editor:

Cllr. Clifford advised that an 18 year old from Sissinghurst had been appointed as Youth Editor for the magazine. It is anticipated that his appointment would provide a successful link to the young people of the parish.

d) Community Awards development:

Cllr. Clifford advised that the idea of Community Awards was still in the early stages. Buss Murton had intimated that they would like to make an award as sponsors. A committee could be created to judge nominations put forward by the Parish Council. He intended to write a feature for the June edition and any ideas on how the process could work would be greatly appreciated. A member suggested Cranbrook Chat could be a useful vehicle in gathering nominations.

117/18: High Weald Academy

Use of Addison Room:

The Clerk had received a request from the Attendance Officer at High Weald Academy to use the Addison Room as a 'drop in' clinic for parents of students. Cllr. Fairweather proposed that this initiative should be supported and the use of the Addison Room should be free of charge, this was seconded by Cllr. Bunyan and unanimously agreed.

118/18: Brexit preparations:

Cllr. Veitch asked if the Parish Council needs to consider the possible impact should we leave on 29 March 2019. Although in her opinion it would not have any direct impact regarding our operations and there was little we needed to do as other organisations had emergency planning in place. It was agreed that perhaps Cllr. Veitch could raise this issue at the Parish Chairman's Forum. It was noted that information was also available on line and Cllr. Veitch kindly agreed to write up some notes.

Cllr. Veitch informed Members that the cabinet that holds the burial records and the hard drive computer back-ups was not fire proof. Discussion then took place on the whole issue of computer back up and the cost regarding off site back up. It was agreed to look at the topic closer and to come back with recommendations. Cllr. Fletcher would find out details regarding the possibility of putting in an underfloor safe and the Clerk would obtain some costs regarding fire and water resistant cabinets.

119/18: Community Centre:

Cllr. Veitch updated the Committee that work to finalise the legal documentation in relation to the transfers of land and rights of access was ongoing. Cllr. Veitch and Cllr. Fletcher had attended a meeting today and reported back that progress was edging closer to getting the legal documents signed. Cllr. Fletcher asked that it be noted that Cllr. Veitch had done a brilliant job in trawling through all the legal documents and bringing attention to several inconsistencies that had required amending. Cllr. Veitch had been advised that in order to demonstrate prudence and transparency the site of the proposed Community Centre and its access should be valued. Cllr. Veitch proposed that up to £5,000 be spent in obtaining the valuations, this was seconded by Cllr. Fletcher and agreed.

Cllr. Clifford asked if there was an article to be written for the Parish Cake giving updated information on progress to date. Following discussion it was agreed that Cllr. Fletcher in conjunction with Cllr. Clifford would write an article to be published in the June edition, as hopefully the Parish Council

would be in a position to start consulting with the parishioners and to give update of work so far undertaken.

120/18: Information Audit:

The Clerks confirmed that LCPAS would conduct their compliance visit on Friday 1st March.

121/18: Bowls Club Lease:

Members had been given an amended draft lease prepared by Kingsford Solicitors to consider. Cllr. Veitch proposed approval of the draft lease, seconded by Cllr. Bunyan and agreed subject to approval by the Bowls Club Trustees.

122/18: PCC Coffee Morning:

A letter had been received from the office of Mr Matthew Scott, the Kent Police & Crime Commissioner stating that he would be very happy to attend a coffee morning so that he could meet with local residents and Parish Councillors. Cllr. Veitch said she would be very happy to organise this event and it was agreed to use the Vestry Hall in Cranbrook as the venue. If publication deadlines permit, the event would be advertised in the Parish Cake.

123/18: Staffing:

Cllr. Veitch and Cllr. Swann reported on a meeting which took place with Mike Palmby. The Caretakers revised job description was discussed and it was agreed that this should be formally issued to them and signed/dated. It was also recommended that the annual appraisals should be ongoing as it is for all staff. Cllr. Swann informed members that Cllr. Holmes had undertaken the annual inspection of the cottage and would be making recommendations on work to be undertaken. The Caretakers had been offered pension auto enrolment and it had been suggested to them to seek advice regarding this matter and to-date no reply had been received.

The Clerk asked for approval to spend £60.00 on a Webinar Course entitled Managing Local Council Elections this was unanimously agreed.

The Clerk reported that TWBC had enquired as to whether the Parish Council might like to have a direct phone line to Gateway when the office was closed. After much discussion it was agreed that the library would be better placed to host this service as there were also computers available for members of the public to use and the CAB on site should extra help be required.

124/18: Contracts:

It was noted that the electric car charging points were due to be installed in the next couple of weeks.

125/18: Grant Applications:

a) St. Dunstan's Cranbrook Messy Church – Members considered an application received asking for £500 to be considered to help towards running costs. Cllr. Fairweather proposed that Messy Church should have the use of the Vestry Hall free of charge which would negate them requiring grant aid. This was seconded by Cllr. Fletcher and agreed.

b) The Counselling Centre – It was agreed not to make a contribution at this time.

c) Cranbrook Town Market – A great deal of discussion took place regarding this grant application and although a very worthy cause Councillors were of the opinion that stall holders should be asked to provide their own tables/gazebos. It was hoped that the Town Market would be self-funding in the near future and it was proposed by Cllr. Veitch and seconded by Cllr. Bunyan that a sum of £150.00 be awarded which would cover the cost of advertising – posters/banners/leaflets for the next two months which was unanimously agreed.

126/18: Promotion of Parish Council:

Discussion took place on ways to encourage the local residents to stand in the next Parish Council election, due to take place in May. It was agreed to have a poster designed which would be placed in the large 'A' Board outside the Parish Office. Cllr. Fletcher and Cllr. Clifford agreed to put together wording for the poster. Cllr Fairweather and Cllr. Veitch would also put a post on Cranbrook and Sissinghurst Chat and an article would be in the forthcoming issue of the Parish Cake.

Cllr. Clifford also raised the point that there were some very good online videos available promoting Cranbrook and Sissinghurst which could be put in a prominent position on our website. The Clerk agreed to have this undertaken.

127/18: Items for Information:

Letter from Dr. Charlesworth had been received advising that a small group had formed an organisation called 'Wellbeing in the Weald' with the idea of setting up and promoting existing clubs within the Weald that promote Well-being. The information was noted and would be included in the June edition of Parish Cake.

Cllr. Fairweather informed members that Jane Nettle a prominent member of Sissinghurst local community had passed away and she would be greatly missed.

The Parish Council had been informed that the Co-op were reducing their floor space from 16,000 to 10,000 square feet and would be having a shop in store in the vacant space.