

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING
HELD ON TUESDAY 9TH APRIL 2019

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

APOLOGIES: Cllrs. Swann and Veitch.

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.

141/18: Internal Finance Check:

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

142/18: Authorisation of Payments made after the March meeting:

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

143/18: Transfer of monies between accounts:

No transfers between accounts were necessary.

144/18: Cheques for payment:

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

These included:

Policy and Resources	£7,949.06
Burial and Properties	£3,926.14
Environmental Management	£ 549.75
General Funding	£1,680.00
Transfer of Reserves	<u>£1,140.00</u>
Total	£15,244.95

145/18: Wellbeing in the Weald use of office space:

The Clerk advised that she had received a request from the newly formed Wellbeing in the Weald group for use of the Addison Room by a Social Prescriber on a Monday between 10am and 2pm. Members agreed this would be an excellent use of the space. Cllr. Clifford proposed the facility be provided free of charge to support this community service, this was seconded by Cllr. Bunyan and agreed. The offer would be subject to a review after 3 months to ensure that the location was suitable for providing the service.

146/18: Land Adjacent to Orange Land:

Cllr. Fletcher explained to the Committee the significance of this piece of land in regard to its location next to the site of the new Community Centre. Members agreed to continue communication with the owners of the now vacant Tanyard Dental Practice regarding its future use.

147/18: Community Centre:

Cllr. Fletcher reported that the contracts between TWBC, Guy Johnson and the Parish Council had now been agreed and sent to the Co-Op for signing. It is hoped this would be finalised soon as it was believed the Co-Op have already agreed in principle to the content of the contracts. It was also agreed that parishioners could be asked at the NDP Public Consultation what they would like to see included in the Community Centre.

148/18: Archive Maps: Update

Seeking advice on how the maps can be preserved and displayed was ongoing.

149/18: Information Audit:

Offsite storage and cyber protection.

Cllr. Veitch had prepared a paper setting out the risks associated with the loss of hard copy or documentation held on the computer, which had been circulated to committee members. She had made several recommendations on storage of documents and of suggested methods of back up. It was agreed to defer any decisions to a future meeting and to include the option of purchasing additional hard drives and storage on the agenda. The Clerk would also investigate through other clerks what systems have proved successful in other parishes.

150/18: Staffing:

Buss Murton advice quote:

Cllr. Clifford advised that following an inspection report by Cllr. Holmes, Cllr. Veitch had requested they seek a quote from Buss Murton on the caretaker's current tenancy/employment agreement after concerns were raised that that it may no longer be adequate. Although not present at the meeting, Cllr. Swann had asked the Clerk to circulate his views to the Committee Members advising them that advice had already been sought from our HR Consultant Mike Palmby.

In order to prepare a quote, Daldeep Jaswal had requested sight of the original agreement and on receipt, had raised some initial concerns. Cllr. Clifford proposed the quote of £260 per hour for approximately 2-3 hours be accepted. This was seconded by Cllr. Warne and agreed, with one abstention. Members agreed that the Clerk would reassure the tenants that in order to ensure that we are fulfilling our obligation as their landlord then suitability of the current agreement was necessary.

The Clerk advised Members that she had found documentation relating to their original appointment as caretakers on 12th April 1979. It was agreed that some flowers and a card be given to them to mark the occasion of 40 years' service.

151/18: Grant Applications:

a) The request from Cranbrook Museum had been received and discussed at the previous meeting but deferred to allow for some clarification to be sought. Members were advised that Cllr. Holmes had been able to clarify that this request related to a different FD Hardy painting to the one referred to in the accounts, which had been acquired through a private donation. After a full discussion, it was proposed by Cllr. Bunyan, seconded by Cllr. Fletcher and agreed to award the grant in full. One Member voted against the proposal. It was suggested that the Museum should also consider seeking sponsorship from local businesses to secure future acquisitions.

b) An application had been received from Cranbrook in Bloom for £2,000 towards their annual costs of £9,500. After a full discussion Cllr. Warne proposed that £1,000 be awarded immediately with the suggestion that an additional request be submitted later in the year, with more detailed account information. This was seconded by Cllr. Bunyan and agreed.

152/18: Promotion of Parish Council:

Nothing to report.

153/18: Items for Information:

Cllr. Beck advised that he had been asked to chair a meeting tomorrow night in the Vestry Hall called by several local businesses to discuss crime in the area. The Clerk advised that he should chair the meeting as an individual and not as a councillor. Cllr. Clifford reported that he had approved the use of the hall, free of charge to support the initiative.

Cllr. Clifford reported that Cllr. Fermor was interviewing PCC Matthew Scott this weekend for an article to be included in the next edition of Parish Cake.