

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING  
HELD ON WEDNESDAY 1<sup>st</sup> MAY 2019

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

APOLOGIES: Cllrs. 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.

**154/18: Internal Finance Check:**

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

**155/18: Authorisation of Payments made after the April meeting:**

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

**156/18: 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.

**157/18: Cheques for payment:**

Cheques for May 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     | £6,383.24        |
| Burial and Properties    | £13,594.84       |
| Environmental Management | £ 610.60         |
| General Funding          | £1,680.00        |
| Reserves                 | <u>£1,054.80</u> |
| Total                    | £21,643.48       |

In reference to the invoice for the exterior decoration of the Vestry Hall, Cllr. Clifford advised that whilst that work was being undertaken some concerns of missing tiles and roof repairs were identified. The roof was subsequently examined and work totalling £2,240 was approved by the Chairman of the relevant committee. To extend the scaffolding allowing access to the roof would cost an additional £400. The Committee agreed that it was a sensible and cost effective decision to undertake the necessary work whilst the current scaffolding is in place.

**158/18: Earmarked Funds:**

Cllr. Swann referred to the earmarked funds that all Councillors had been given and invited questions. A concern was raised at interior decoration of Vestry Hall as a few small pieces wallpaper had been identified as coming unstuck from the ceiling. It was agreed to look at this during the site visit in July.

Cllr. Bunyan confirmed it was not long ago that the interior was last decorated, some of the work in the front entrance is still outstanding as some areas of damp require treatment before it can be completed. Cllr. Swann confirmed there were sufficient funds available if the work was deemed necessary. It was proposed by Cllr. Fletcher, seconded by Cllr. Bunyan and agreed to approve the figures as presented, copies of which are filed with these Minutes.

**159/18: Insurance Renewal:**

The Clerk advised that a renewal schedule had been received. We receive a substantial reduction as we in a three year long term agreement. Cllr. Holmes had looked at the schedule and highlighted a few questions that the Clerk had asked the brokers to answer. These included increasing the Key Person cover but the broker had recommended that to increase it would be extremely expensive and would still include numerous exclusions so did not recommend doing so. We had also been advised that in the next year or two we should consider having the Vestry Hall Complex professionally valued. Members were happy with the responses from the broker and with this in mind Cllr. Fletcher proposed the quote of £8,995.53 including insurance tax be accepted, this was seconded by Cllr. Swann and agreed. The broker, Came and Company had also suggested Cyber Package Insurance cover at a cost of £319.20. This was a stand-alone policy and did not have to be taken out at the same time as the renewal of the main policy. It was agreed that Cllr. Beck would look more closely at the schedule to see if it would meet our requirements and report back at the next meeting.

**160/18: Archive Maps: Update**

We had received advice from the Museum that they have the appropriate facilities in which to best preserve the maps. They would store them flat in an acid free envelope within a maps chest. If the originals were to be framed and displayed, in time they would be affected by daylight, however copies could be taken for display purposes. It was proposed by Cllr. Fletcher, seconded by Cllr. Clifford and agreed to spend up to £50 to have copies of the originals printed. Estimates on framing could then be obtained. Members agreed they wanted to retain ownership, but would like the Museum to store them on our behalf, the Clerk agreed to check if this was possible and if any fees for this would be applicable.

**161/18: Community Centre:**

Cllr. Veitch was pleased to report that the legal documents had now been agreed by all three sets of solicitors and had been sent to the Co-op Solicitors for their agreement.

**162/18: Bowls Club Update:**

The Clerk advised a clean copy of the lease was ready to have the seal applied which would be witnessed by Cllrs. Veitch and Fletcher immediately following the meeting. The Clerk would hand deliver to Kingsford Solicitors tomorrow.

**163/18: Staffing:**

Cllr. Beck reported that he had sat with the Clerk this morning to go through how the accounting software worked in reconciling the financial figures. He had noted that the screen they work from were small and dated. The Clerk agreed to investigate with our current IT consultants various options that would be available as replacements to improve office efficiency.

A decision was made at the last meeting to approve the appointment of Buss Murton to look into the current tenancy agreement for Vestry Hall Cottage. The original quote included employment advice at the additional cost of £250ph for approximately 2-3 hours. At the time this was not considered necessary as we already had been provided with advice from Mike Palmby, our Human Resources Consultant. It has since transpired that Buss Murton are not able to give advice on the tenancy agreement without the input of an employment lawyer, but would endeavour to keep this part to a minimum.

Cllr. Clifford remained concerned that our role in the management of the cottage needs clarification. We do not know our management responsibilities and how we should maintain them. With this in mind he proposed that the additional quote to include the advice from an employment lawyer be accepted, this was seconded by Cllr. Fletcher and agreed.

**164/18: Contracts:**

Cllr. Fletcher advised that a claim of £16,251 had been submitted to OLEV for the installation of the electric vehicle charging points. Members thanked Cllr. Fletcher for the work he had put in to secure the grant funding.

**165/18: Grant Applications:**

No applications had been received.

**166/18: Promotion of Parish Council:**

In 2018 the Parish Council agreed to fund the placement of three promotional advertisements in the Wealden Advertiser in order to showcase what Cranbrook and Sissinghurst has to offer for visitors. The feedback was positive and that it had contributed to improvements in visitor numbers at our principal attractions. Cllr. Holmes had requested that this Committee consider approval in principle, to funding this project again in 2019.

The Tourism Group that have undertaken the project have been advised by the Wealden Advertiser that the rates for this year will remain unaltered at £300 for a full page insertion. This represents a 50% discount on advertised rates.

It was proposed by Cllr. Swann, seconded by Cllr. Fletcher and agreed to fund up to three full page promotions at a cost of £300 each. Members expected the Cranbrook Goes Nuts in May event to be highlighted in the first advertisement.

Cllr. Clifford reported that although Cllr. Holmes was standing down as a parish councillor he had offered to continue in his role looking after business development for Parish Cake. The Clerk had sought advice from KALC and it was confirmed that he could continue as a volunteer in this role. Cllr. Clifford proposed that his offer of support be gratefully accepted, this was seconded by Cllr. Veitch and agreed.

**167/18: Items for Information:**

Cllr. Bunyan advised that the Sissinghurst Primary School May Fair was taking place on 11<sup>th</sup> May.

Cllr. Clifford advised that the Parish Council had given permission for a production company to film in Sissinghurst Cemetery. They were making a new historical documentary series called My Grandparents War. One episode will follow Osmond Skinner's story. He was a resident of Sissinghurst and a big part of the community and the church. He is buried in the cemetery at the back of Trinity Church. He also reported that the Weald of Kent Preservation Society had a lovely picture of Cranbrook Museum on the front cover of its newsletter.

Cllr. Fletcher highlighted some prospective training on car park management, which was being provided by Westminster Briefing. He was interested in attending and would find out more information. The Clerk reminded Members that there is a budget for training and a certain amount needs to be undertaken to ensure we meet the criteria for 'Quality' status.