

+MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE  
MEETING HELD ON TUESDAY 11<sup>th</sup> JUNE 2019

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

**1/19: Election of Vice Chairman:**

Cllr. Veitch proposed Cllr. Fletcher as Vice Chairman of this Committee, seconded by Cllr. Bunyan and agreed.

**2/19: Internal finance check:**

Cllr. Beck reported that the internal finance check had been completed and everything was in order.

**3/19: Authorisation of payments made after the May meeting:**

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

**4/19: Transfers of monies between accounts:**

No transfers between accounts were necessary.

**5/19: Cheques for Payment:**

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

These included:

Policy and Resources	£22,530.92
Burial and Properties	£ 3,777.40
Environmental Management	£34,304.54
Reserves	<u>£ 1,194.14</u>
Total	£61,807.00

It was also agreed that an invoice from Urbaser Ltd that had arrived after the list had been produced, could be paid between committee to avoid unreasonable delay in payment. Cllr. Veitch advised that the TWBC contribution to the essential car park repairs had been received.

**6/19: Internal Audit Report:**

Members had been sent a copy of the Internal Audit Report. A minor issue was identified in the recording of the Asset list. It was suggested that the computer equipment in the office should be itemised and that property belonging to the Trusts should be identified as such. Cllr. Beck's offer to help the Clerks with this task was gratefully accepted.

**7/19: General Power of Competence:**

Cllr. Veitch explained the power and gave examples of how it could be used. The Clerk advised a resolution would need to be passed at Full Council confirming that we meet the criteria. All Members would be given information to help them decide if they wish to vote in favour of confirming our eligibility and to advise on the origin, meaning and application of the general power of competence. It was agreed that a motion would be prepared for the July Full Council Agenda.

**8/19: Purchase of microwaves – Vestry Hall and Info Centre:**

The Clerk advised that the microwaves in the Vestry Hall kitchen and the Information Centre kitchen had both failed their annual PAT test. A quote of £89 per unit had been obtained from Beric Appliances for replacements. This represented a significant reduction on the list price. It was proposed by Cllr. Fletcher, seconded by Cllr. Veitch and agreed to accept the quote.

**9/19: Community Centre:**

Cllr. Veitch advised there were a couple of minor queries that had been raised by our solicitors that were awaiting a response from the Co-Op. We were edging closer to getting all the legal documents signed.

Following the closure of the Jockey Lane clinic, Cllr. Fletcher has been working closely with local G.Ps to look at future medical provision. The idea of all the G.Ps working from one centre is gathering pace. The concept of using the ground floor of the Community Centre for medical provision was being explored. The Clinical Commissioning Group insists upon using an architect and construction company with previous experience in the field as they have specific requirements.

KCC libraries is also still interested in the project, so a great deal of the cost of the build could already be met, reducing the amount the community need to raise.

Cllr. Fletcher tabled a land registry map of the Tanyard Dental Surgery which is currently for sale. This would give important access rights across the Tanyard and could provide disabled parking and reserved parking, during surgery hours for G.Ps and a practice nurse. It would also allow access to the Orange Land which the Parish Council already owns. If the Parish Council were to consider buying the Tanyard Dental Surgery, we would need to obtain a current valuation and appoint a skilled negotiator to act on our behalf. A quote from Savills had been already obtained, therefore it was proposed by Cllr. Veitch, seconded by Cllr. Fletcher and agreed to spend up to £2,000 to obtain a valuation and enter into formal negotiations for the purchase of the Tanyard Dental Surgery on behalf of Cranbrook and Sissinghurst Parish Council.

**10/19: Staffing:**

Cllrs Veitch, Beck, Kings and Fletcher had met with our IT support provider this morning. It was agreed the storage capability of the computer hard drives were at maximum capacity and were no longer fit for purpose. A quote of £3690.00 + VAT had been obtained to replace the existing equipment. It was proposed by Cllr. Clifford, seconded by Cllr. Beck and agreed to accept the quote, which it hoped would provide an immediate benefit to the Clerks working environment.

**11/19 Contracts:**

## a) GDPR Renewal Contract:

The Data Protection Officer and GDPR contract with the Local Council Public Advisory Service was due for renewal. It was proposed by Cllr. Veitch, seconded by Cllr. Beck and agreed to accept the quote of £150 +VAT to renew. Cllr. Veitch advised that a lot of papers from the Tower Room that did not need to be retained, had been destroyed and she was waiting for Stationery Express to take delivery of their industrial shredder to destroy the remainder.

## b) Cyber Insurance:

Cllr. Beck advised this was still a work in progress and he aimed to be able to share his recommendation at the next meeting.

**12/19: Grant Applications:**

a) An application had been received from the Chairman of St. George's Field on behalf of the Charity. They are looking to fund the purchase of gang mowers for the field. Members agreed that some clarification of the accounts were necessary, which Cllr. Beck as the Parish Council representative would seek. It was agreed to defer the decision until the next meeting.

b) A request for funding had been received from the West Kent Mediation service based in Sevenoaks. It was proposed by Cllr. Beck, seconded by Cllr. Fletcher and agreed that with regret the application could not be supported.

**13/19: Promotion of Parish Council:**

Cllr. Clifford advised the copy date for the next edition of Parish Cake would be 26<sup>th</sup> July.

Cllr. Clifford also suggested that a 'roll of honour' should be considered for prominent members of the Parish, recognising and recording their contribution to the community, with the possibility of plaques being erected at notable locations. It was agreed that Cllr. Veitch would discuss the possibilities with the Tourism Group and the Museum.

Members discussed the renewal of our quality status, which would need to be submitted in early 2020. It was agreed that this should be a future agenda item.

**14/19: Items for Information:**

Cllr. Veitch advised of the forthcoming public meeting in the Vestry Hall at 7pm on Wednesday 19<sup>th</sup> June and being chaired by Peter Rolington of Kent CrimeStoppers. Inspector Mayers from Kent Police would also be in attendance.

Cllr. Clifford referred to an excellent talk given by Philip Barnes, General Manager of Sissinghurst Castle at a recent Men's Breakfast. It was noted that the National Trust would be appointing a Community Officer soon, who it was hoped would enter into discussions with the Tourism Group.