

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE  
MEETING HELD ON TUESDAY 6<sup>th</sup> AUGUST 2019

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

APOLOGIES: Cllr. Fairweather

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.

Cllr. Beck declared a personal interest on item 37/19 as a member of the King George Field Committee. He would not take part in the voting process but would be happy to clarify the charity's position in regard to their application.

**28/19: Internal finance check:**

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

**29/19: Authorisation of payments made after the July meeting:**

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

**30/19: Transfers of monies between accounts:**

No transfers had been required.

**31/19: Cheques for Payment:**

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

These included:

Policy and Resources	£4,438.55
Burial and Properties	£ 384.75
Environmental Management	<u>£1,172.40</u>
Total	£5,995.70

In response to Cllr. Warne, the Clerk confirmed that expenditure on the play equipment reports is incurred on an annual basis. A short discussion on the report findings followed, however it was agreed that these should be evaluated by the Environmental Management Committee.

**32/19: Quality Parish Council Status:**

Members discussed the benefits of the Local Council Award Scheme and the additional work required to submit an application. As ninety percent of what was needed was already in place, Cllr. Veitch proposed that the Parish Council should work actively towards submitting the application in January 2020 when the current certification expires. This was seconded by Cllr. Warne and agreed.

### **33/19: Computer Hardware and Accounting Software:**

The new computer hardware had been installed. The Clerks were working with two screens each which was proving beneficial. A quote had been received for secure destruction and certification of the old hard drives totalling £80 + VAT. Cllr. Veitch proposed the quote is accepted; this was seconded by Cllr. Bunyan and agreed.

Several Members had visited Goudhurst Parish to view an alternative accounting software package. Although they had been very impressed with what they had seen, it was agreed that prior to making any decision to change the current software, what each could offer should be properly evaluated. Cllr. Beck would liaise with the Clerks on suitable dates to arrange an online demo from both software providers for comparison.

The Clerk had also obtained quotes for some training on our current mapping system which is used mainly for the cemeteries. She suspected that at present we do not take advantage of all the functions available. Training packages start at £85 + VAT for an hour's remote session rising to £550 + VAT for a half day visit. It was agreed that the Clerks should determine what level of training they require. Cllr. Veitch proposed that the expenditure should be met. This was seconded by Cllr. Fletcher and agreed.

### **34/19: Community Centre:**

Cllr. Veitch gave a comprehensive update on the current situation with the legal documents. An email she had sight of this afternoon confirmed that a major issue had now been resolved. As all the parties solicitors now appear to be in broad agreement, she is confident that the process of signing has moved fractionally closer.

Cllr. Fletcher tabled a document entitled 'Helping Local People Live their Best Lives', which was circulated to all councillors last month. Page 10 refers to Primary Care Networks so he intends to recirculate asking Members to pay particular interest to this section.

### **35/19: Staffing:**

The decision to appoint additional admin support for the NDP has been deferred until such a time as it is deemed necessary.

Members agreed unanimously that the office should be closed when training was in progress to avoid any interruptions.

Cllr. Veitch advised that a new cross cut shredder was required. Our current shredder does not destroy sensitive documentation sufficiently. It was proposed by Cllr. Clifford, seconded by Cllr. Fletcher and agreed to purchase a new shredder.

### **36/19: Contracts:**

Cyber Insurance:

This item would be deferred until the next meeting. All the quotes have now been received but more time is needed to look at them in depth to see how they compare.

### **37/19: Grant Applications:**

King George's Field, Sissinghurst

Cllr. Beck had received clarification on the charities finances and relayed this to Members. The Committee discussed the application in depth. It was felt that it did not comply with our Grant Awarding Policy in that the benefit gained was not commensurate with the expenditure.

Cllr. Fletcher proposed that the application should be refused until a long-term strategy for the field which would benefit more of the community, could be agreed. They wished them luck in doing so. This was seconded by Cllr. Veitch and agreed.

**38/19: Promotion of Parish Council:**

Cllr. Clifford advised that the next edition of the Parish Cake publishes on 1<sup>st</sup> September. There are some really good articles and letters in this edition. There were still some outstanding debts to be collected, the Deputy Clerk gave a brief precis of the situation.

**39/19: Items for Information:**

Cllr. Clifford referred to the excellent ‘Coffee Morning with the Police Crime Commissioner’ event, which he felt had been really informative. The PCC has agreed to write a regular quarter page column for Parish Cake. Cllr. Clifford was however, appalled at the behaviour of Cllr. Hall, who had also been present at the event, in reaction to a request for her to step aside while a photograph was taken. He has written personally to the PCC to apologise for Cllr Hall’s behaviour.

Cllr. Veitch advised members that she was looking into a Lone Worker Policy. Since the change in the service level provided by the Borough at the Weald Information Centre, the Clerks are often working on their own. She would bring a draft policy to this Committee for consideration.

Cllr. Veitch reported on the progress of shredding the documents from the Tower Room and some of the interesting documents she had come across during the process.

Cllr. Fletcher was pleased to report we were now in receipt of the grant from OLEV totalling £16,251.00.

Cllr. Warne reported on disappointing developments in the NDP’s progress. Their next meeting has been brought forward to discuss the options available to them. An article would appear in the next edition of Parish Cake to keep residents updated.