

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING
HELD ON TUESDAY 6TH JANUARY 2015

PRESENT: Cllr. Swann (in the Chair), Cllrs. Bunyan, Holmes, Rook and Veitch.

APOLOGIES: Cllr. Hemsted.

Members who had a personal or prejudicial interest, whether direct or indirect within the meaning of Section 51 of the Local Government Act 2000, or a personal or prejudicial interest defined by the Cranbrook & Sissinghurst Parish Council's Code of Conduct, in any of the matters appearing on the agenda were invited to declare that interest at this stage. Alternatively, personal interests can be declared at the time when the specific item is being discussed, if a member wishes to speak on an item in which they have a personal interest.

45/14: Internal Finance Check:

Cllr Swann stated that he had completed the internal finance check for December and everything was satisfactory.

46/14: Authorisation of payments made after the December meeting:

The list of payments made after the December meeting, is filed with these minutes.

47/14: Cheques for payment:

Cheques for January were signed for payment as per the list filed with these Minutes. It was agreed that a cheque made out to Tunbridge Wells Borough Council for £4,654.90 to cover cleaning of the car parks for the current year would be held back until clarification on the amount due was received.

These included:

Policy and Resources	5,341.05
Burial and Properties	266.16
Environmental Management	<u>5,963.40</u>
Total	£11,570.61

48/14: Standing Orders:

The Clerk had received notification from NALC that due to new legislation many council's current standing orders may need updating. She had examined our current standing orders in comparison with the set of model standing orders as compiled by NALC. She felt that, the new model was well written and could be tailored to fit any Authority and was generally laid out in a more organised manner than our current version. Cllr. Holmes felt that throughout the revised document, the masculine gender was used, and this should be amended to reflect both masculine and feminine. The Clerk agreed to amend the document accordingly. In response to a query from Cllr. Holmes, the Clerk confirmed that the Council's current policy on 'relations with the press' directs enquiries from the press or media to the Chairman or in his absence to the Vice Chairman. On section 3 (w) Members agreed that a meeting should not exceed a period of 2 hours unless a resolution is passed to continue. The Clerk also confirmed that she is appointed as the Proper Officer and the Responsible Finance Officer as per the terms of her contract.

After scrutiny of the entire document and several minor amendments, Cllr. Holmes proposed that the Standing Orders as filed with these Minutes be adopted by this Council, this was seconded by Cllr. Rook and agreed.

49/14: Financial Regulations:

The Clerk informed Members that as well as adopting new Standing Orders, we need to adopt new Financial Regulations. She tabled our current version along with a model version as prepared by NALC which was considerably more comprehensive. The document was examined by Members in detail with several additions and amendments made, a final version of which is filed with these Minutes. Cllr. Swann proposed the new Financial Regulations be adopted, this was seconded by Cllr. Bunyan and agreed.

50/14: Items for Information:

The Deputy Clerk tabled a poster she had devised advertising the need for prospective candidates for the Parish Council election next May. With a few minor adjustments, Members felt it was a good starting point for generating interest.