

# REDBOURN PARISH COUNCIL

Redbourn Parish Centre, The Park,  
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7<sup>th</sup> March 2017

Councillors A Gardner (Chair), D Mitchell (Vice Chair), I Caldwell, M Maynard, R Gray, I Hickmott and V Mead, you are hereby summoned to attend a meeting of the **Management & Communications Committee** on **TUESDAY 14<sup>th</sup> MARCH 2017** at **10.00 am** in the **Conference Room, Parish Centre**

A handwritten signature in black ink, appearing to read 'Nish Khanna'.

**Nish Khanna**  
**Clerk to the Council**

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## AGENDA

### 1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

### 2. DECLARATION OF INTEREST

Members are reminded to make any declarations of disclosable pecuniary and/or personal interests that they may have in relation to items on the Agenda. You should declare at this part of the meeting or when it becomes apparent your interest by stating:

- A. the item you have the interest in
- B. whether it is a disclosable pecuniary interest and the nature of the interest, whereupon you will not participate in the discussion or vote on that matter, unless dispensation has been requested and granted
- C. whether it is a personal interest and the nature of the interest

Members are also reminded of their obligation to report any amendment to their Register of Interests to the Clerk as soon as it becomes apparent.

#### Declarations:

**Cllr Caldwell** – Nickey Line, Redbourn Village Online

**Cllr Maynard** – Redbourn Museum

**Cllr Mead** – Redbourn Youth Club, Redbourn Museum

### 3. PUBLIC PARTICIPATION

### 4. MINUTES OF PREVIOUS MEETING

To approve the record of the previous meeting scheduled 14<sup>th</sup> February 2017

### 5. ACTIONS ARISING FROM THE PREVIOUS MINUTES NOT ON THE AGENDA

## **6. MATTERS TO REPORT**

Members are invited to notify the Chairman of matters for report which they wish to be discussed at the end of the meeting. In so doing, the Member(s)/Officer(s) concerned must state the special circumstances which they consider justifies the matter being raised as a matter of urgency. The Chairman will decide whether the item(s) raised shall be considered under Matters for Report

## **7. FINANCE**

1. To receive the latest Management and Communications finance reports.

## **8. PARISH CENTRE MANAGEMENT**

### **1. Review Parish Centre Usage**

To receive reports on usage of the Parish Centre and hirer feedback.

2. To receive a request for permission to use the Parish Centre toilets between the hours of 12.00 noon and 6.00pm on the 16th September for the Redbourn Classics Motor Show Day.

## **9. PARISH COUNCIL MANAGEMENT**

1. To receive an update on office / staff / appraisals
2. To receive an update on the Parish Store repair
3. To receive a draft policy on preferred suppliers
4. To receive an update on Community Champion nominations
5. To receive a request to improve Parish Centre building signage
6. To receive a request to have access to a defibrillator outside office hours
7. To consider whether the Clerk should attend the Leadership in Action management training

## **10. COMMUNICATIONS**

To receive an update on the following:

1. Noticeboards
2. Website
3. Newsletter
4. Social Media

## **11. MATTERS TO REPORT**

For discussion only.

## **12. DATE OF THE NEXT MEETING**

Tuesday 11<sup>th</sup> April 2017, 10am, Conference Room, Parish Centre.