

# REDBOURN PARISH COUNCIL

Redbourn Parish Centre, The Park,  
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6<sup>th</sup> December 2017

Councillors A Gardner (Chair), I Hickmott (Vice Chair), I Caldwell, M Maynard, R Gray, D Mitchell and V Mead, you are hereby summoned to attend a meeting of the **Management & Communications Committee** on **TUESDAY 12th DECEMBER 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> November 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.
2. To receive an update on the draft budget for 2018-19

## **8. PARISH CENTRE MANAGEMENT**

1. **Review Parish Centre Usage**
  - a. To receive reports on usage of the Parish Centre and hirer feedback.
  - b. To receive an update on issues with audio/visual equipment
  - c. To receive an update on Parish Centre loan laptop
  - d. To receive an update on cleaning / maintenance
  - e. To receive a request to use run iPad training for U3A in the Parish Centre foyer

## **9. PARISH COUNCIL MANAGEMENT**

1. Office / staff / appraisals
2. Parish Store repairs
3. Museum damp repairs
4. Important/historical document scanning
5. Parish Centre - waste disposal service

## **10. COMMUNICATIONS**

To receive an update on the following:

1. Noticeboards
2. Website
3. Newsletter
4. Social Media
  - a. Communicating with the Community Working Party

## **11. MATTERS TO REPORT**

For discussion only.

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

Tuesday 9<sup>th</sup> January 2018, 10am, Conference Room, Parish Centre.