

REDBOURN PARISH COUNCIL

Minutes of Management and Communication Committee held on Tuesday 10th OCTOBER 2017,
Conference Room, Redbourn Parish Centre.

PRESENT: Councillors A Gardner (Chair), I Hickmott (Vice Chair), D Mitchell, R Gray, M Maynard
and V Mead

IN ATTENDANCE: N Khanna (Clerk)

1. APOLOGIES FOR ABSENCE

Cllr I Caldwell (Holiday),

2. DECLARATIONS OF INTEREST

Cllr Caldwell - Nickey Line, Redbourn Village Online, Citizen's Advice

Cllr Maynard – Redbourn Museum

Cllr Mead – Redbourn Museum, Redbourn Youth Club

3. PUBLIC PARTICIPATION

None

4. MINUTES OF THE PREVIOUS MEETING

It was proposed by the Chair and resolved that:

*The minutes of the meeting held on 12th September 2017 are adopted
as a true record of the meeting.*

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

None.

6. MATTERS TO REPORT

6.1 SADC Planning Portfolio Holder

7. FINANCE

7.1 The Clerk summarised the latest Income and Expenditure Report dated 5th October 2017. The Clerk explained that the report reflected reconciled accounts to the end of August 2017.

It was proposed by the Chair and resolved that:

*The Income and Expenditure Report, dated 5th October 2017, reflecting
reconciled accounts to the end of August 2017, be received.*

The Clerk then summarised the Balance Sheet dated 5th October 2017 showing the Council's reserves.

The Clerk reported that he would begin drafting the 2018-19 budget in the coming week, once September 2017's accounts were reconciled. The Clerk then outlined the timetable leading up to the budget being fully prepared at November 2017 Finance and Policy Committee in readiness for presentation at December 2017 Full Council.

8. PARISH CENTRE MANAGEMENT

8.1a Parish Centre Usage

The Clerk summarised the year to date report for Parish Centre usage to the 31st August 2017.

Cllrs discussed this and found the report useful and felt comfortable that we looked on target to reach the budgeted income for both the main hall and the conference room.

Cllrs discussed whether the budgeted income should be increased as we seemed to comfortably meet the budget in recent years. The Clerk agreed that the budget should be reviewed, in light of recent performance, but urged caution in that hall hire income was not guaranteed.

The Clerk said he would ensure that this was considered in the imminent discussions regarding the 2018-19 budget.

Action: Clerk

9. PARISH COUNCIL MANAGEMENT

9.1 Staff / Appraisals / Hours

None

9.2 To receive an update on the Parish store repairs

The Clerk reported that the Facilities Officer was still progressing Party Wall agreements with the Parish Store neighbours – these need to be in place before the works can commence. Responses from both neighbours or their representatives is proving difficult, making it hard to proceed.

The Clerk said that whilst it had been hoped to commence the works this year, it would now be spring 2018. This is because part of the work involves lime plaster, which should not be applied when there is a risk of frost.

Cllrs discussed this and were surprised to hear the above, as the planned works were for the benefit of the neighbours properties as much as the Parish Store. Cllrs felt that if responses were not received soon, RPC staff should cease working on this until such time that they arrived.

It was proposed, seconded and resolved that:

If responses did not arrive before the next Management and Communications meeting on 14th November 2017, a letter should be sent to the neighbours of the Parish Store, informing them that no further resources would be allocated to this project until responses regarding the Party Walls had been received.

The Clerk said he would update the Facilities Officer with this approach.

Action: Clerk

9.3 To receive an update on the museum damp repairs

The Clerk reported that the Facilities Officer had begun writing the specification for the last phase of the damp repair works. Once this was complete, quotes could be sought from appropriate tradesmen. One element of the works includes external lime wash, which will have to be done in spring 2018, but it is hoped the internal works will commence this year.

9.4 To receive quotes for important document scanning

The Clerk reported that the Facilities Officer was continuing to work through the documents to create the file tree that the scanned documents would be stored in. The Facilities Officer had found several documents that suggested we may have additional documents stored at another solicitor and would be contacting them to clarify the situation.

Action: Facilities Officer

9.5 To receive an update on the Social Media Working Party

Cllr Hickmott and the Communications Officer updated Cllrs on their progress and that they had engaged with Cllrs Mitchell and Finnigan, who were both also on the working party.

Cllr Hickmott talked Cllrs through the draft Terms of Reference of the working party. A key message is that whilst initially driven by a review of the Council's use of social media, the working party's scope is broader and encompasses all elements of communicating with the community.

A working party meeting will now be set up and Cllrs agreed that the working party would report back to this committee and Cllr Gardner would then summarise progress at Full Council as part of the general committee update.

Cllr Mitchell asked Cllr Hickmott to provide an article about the working party for the upcoming newsletter.

Action: Cllr Hickmott

9.6 To receive the revised preferred supplier policy

The Clerk talked Cllrs through the revised Preferred Supplier Policy and its purpose. The policy was intended to streamline the procurement process to deliver projects more efficiently and effectively, whilst still ensuring value for money and minimising staff costs. The policy still requires supplier performance to be monitored dynamically and through reviews, to ensure value for money and quality.

It was proposed by the Chair and resolved that:

The Preferred Supplier Policy be adopted to streamline the procurement process to deliver projects more efficiently and effectively, whilst still ensuring value for money and quality. The Preferred Supplier Policy relates to services up to a maximum value of £3,000.

9.7 To review the Parish Centre's current waste disposal service

The Clerk reported that the current waste and recycling service was sometimes insufficient for the waste generated when the Parish Centre is busy with hirers. The Facilities Officer had sought quotes for a fortnightly commercial waste collection and the provision of a large general waste cart. Quotes were in the region of £25 +VAT for a fortnightly collection.

The Clerk explained that the Facilities Officer has had to sort waste placed in the wrong bins and that we also have had to have the bin area cleaned a few times, because of split waste bags. Because we only have residential bins with limited capacity, it appears that hirers are just using any bin which has space or just are leaving bags loose.

Cllrs discussed this and felt they needed more information before committing to a commercial waste collection contract and asked the Clerk to provide more details on the frequency and extent of the problems being experienced.

Action: Clerk

9.8 To review RPC's draft 'Death of a Senior Figurehead' policy

The Clerk presented Cllrs with a draft policy, following the work previously done by Cllrs Caldwell and Mead.

Cllrs discussed this and there were some differing views on what should be incorporated and on the definition of 'Senior Figurehead'.

The Clerk suggested that as this policy was meant to dovetail into St Albans District Council's '*St Albans City and District Council Marking the Death of a Senior Figure or Local Holder of High Office*' protocol,

that he recirculate this document to allow Cllrs to view the policy in context. Cllrs felt this would be helpful and requested the Clerk send this and to also add the policy to the following meeting's agenda.

Action: Clerk

10. COMMUNICATIONS

10.1 Noticeboards

None

10.2 Website

None

10.3 Newsletter

Cllr Mitchell said the deadline for contributions to the newsletter was 30th October 2017 and that it will be published and distributed during the last 2 weeks of November 2017.

10.4 Social Media

None

11. MATTERS TO REPORT

- 11.1 Cllr Mitchell reported that the new Portfolio Holder for Planning at SADC, Cllr Mary Maynard, had expressed a wish to come and update Cllrs on how SADC's Local Plan was developing. Cllrs discussed this and felt that a separate, dedicated meeting was preferable to an agenda item at a Full Council meeting.

Cllr Mitchell said that he would suggest some dates to SADC Cllr Maynard and set the meeting up in conjunction with the Clerk.

Action: Cllr Mitchell / Clerk

12. DATE OF NEXT MEETING

Tuesday 14th November 2017, 10am, Conference Room, Parish Centre.

The meeting closed at 11:52am.

Signed..... *Date*.....