

REDBOURN PARISH COUNCIL

Minutes of Management and Communication Committee held on Tuesday 13th FEBRUARY 2018, Conference Room, Redbourn Parish Centre.

PRESENT: Councillors A Gardner (Chair), D Mitchell, M Maynard and R Gray

IN ATTENDANCE: N Khanna (Clerk) and 2 x Residents (Item 8.1b)

1. APOLOGIES FOR ABSENCE

Cllrs I Hickmott (Vice Chair - Holiday), V Mead (Personal) and 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

8.1b To receive an update from the organisers of the Redbourn Senior Forum

Representatives from the Senior Forum reported that they had now created a Committee and a vision document and had already received positive responses from the community.

Many stands have already been booked, including the police, an organisation that offers advice on care home funding, St Matthews Care Home, the library, trading standards, an IT support company, RPC, the fire brigade, the new village tea rooms, talking newspapers, Women's Institute, Citizens Advice, the day centre, the Pop In, the opticians and the museum. If all organisations that have expressed an interest attend, there will be 24 stands.

Cllr Mitchell was asked if he would do the opening address if he was still Chair of the Council and he said he would be happy to.

The Committee plan on printing 1,000 fliers to deliver to households to promote the event, as well as advertising it in the Common Round. The museum has also offered to help publicise the event.

The representatives had previously asked if it would be possible to use the Parish Centre Conference Room as well as the Main Hall, but withdrew the request as they felt it would be better to contain the event to one room. A discussion followed, and Cllrs were happy for the Conference Room to be used as well as the foyer, to help with access around the stands.

It was proposed, seconded and resolved that:

The Parish Centre Conference Room be provisionally reserved in addition to the Main Hall for the Senior Forum from 8am-5pm on 17th September 2018. If used for the event, it will be free of charge, as agreed for the Main Hall.

The two representatives from the Senior Forum left the meeting at 10:13am.

4. MINUTES OF THE PREVIOUS MEETING

It was proposed by the Chair and resolved that:

The minutes of the meeting held on 9th January 2018 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

None.

7. FINANCE

7.1 To receive the latest Management and Communications finance reports

The Clerk summarised the latest Income and Expenditure Report dated 9th February 2018. The Clerk explained that the report reflected reconciled accounts to the end of December 2017.

It was proposed by the Chair and resolved that:

The Income and Expenditure Report, dated 9th February 2018, reflecting reconciled accounts to the end of December 2017, be received.

The Clerk then summarised the Balance Sheet dated 9th February 2018 showing the Council's reserves.

Cllr Gardner raised the question of whether the recent news that some County Councils were running out of money, meant they could assume any control over Parish Council reserves. Cllrs discussed this and, whilst they were not certain, they felt it unlikely. However, Cllrs recognised that in the event of services declining because of County Council budgets, they may have to decide to carry out some essential works to minimise the impact on Redbourn residents.

8. PARISH CENTRE MANAGEMENT

8.1a Parish Centre Usage

The Clerk summarised the year to date report for Parish Centre usage to the 31st January 2018.

It was proposed by the Chair and resolved that:

The Summary of Bookings report, year to 31st January 2018, be received.

Cllr Mitchell and the Clerk reported that a recent venue hire had raised the issue of appropriate responsible adult supervision for private events at the Parish Centre. The Clerk had had to attend on the evening of the event as the amplifier had failed. A subsequent engineer visit showed the amp had cut out to protect itself from damage due to high volume and following a reset, was now back in service. In addition, the venue had not been left in as clean a condition as expected for an event the following day.

Cllrs discussed this, and it was decided that no further action was required, other than to ensure hirers understood their responsibilities to look after the venue, provide appropriate adult supervision for children's parties and to be aware there would be financial consequences in the event of any damage.

The Clerk reported that he had renegotiated the office telephone and broadband contract and we now had superfast broadband and a slightly lower monthly cost.

As part of the upgrade, it had become apparent that the office, public and police phone lines and broadband networks in the Parish Centre were not setup optimally and needed to be tidied up for maximum security and resilience. The Clerk was awaiting a quote for the work.

Cllr Gardner raised a concern that our free public wi-fi was open to abuse and that perhaps we should be getting users to register with their details so that we could identify any abuse. The Clerk said his understanding was that when this type of registration was used, it was more for marketing purposes than to provide an audit trail of abuse. Cllr Mitchell said that he felt the registration was more for marketing purposes also. The Clerk was asked to seek advice on best practise on offering free wi-fi to protect RPC from any reputational or data breach damage.

Action: Clerk

8.1b To receive an update from the organisers of the Redbourn Senior Forum

See Item 3 above.

8.1c To receive an update on the cleaning contract

The Clerk reported that our cleaners had resigned and that we had engaged another company for 3 months to allow us to formally get quotes for the new long-term contract. The temporary company charge the same hourly rate as the previous cleaners.

The Clerk said that as the venue was now busier, he was considering extending the cleaning contract to include Sunday mornings. Cllrs discussed this and were happy for the Clerk to do this if required. The Clerk to explore this and assess costs.

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 repairs were due to start in the next week or so.

An increased cost of £900 +VAT to cover the additional timber and plasterboard work in the loft had been mentioned as a Matter to Report at the last Full Council. Cllrs had approved the increase in principle, but asked the Clerk to bring it back to this meeting for formal proposal.

It was proposed by the Chair and resolved that:

The cost of £900 +VAT to cover the additional timber and plasterboard work in the loft be approved, over and above the previously agreed repair costs.

9.3 To receive an update on the museum damp repairs

The Clerk reported that he understood the museum works were now complete, with the last remaining piece of work – lime wash of an external wall – having been scheduled for the previous week.

The Clerk said the next piece of work was to look at the damp issues around the chimney breast.

Cllr Mitchell said that he had spoken to the Facilities Officer who had been told by our contractors that the construction method and age of the building meant that it would always have damp issues. To resolve the issues permanently would probably cost £100, 000's. The works done have been to help manage it and not to cure it.

Cllr Maynard said that the museum trustees were very grateful for all of RPC's support and hard work on this project and extended a vote of thanks to the Facilities Officer.

9.4 Museum Lease renewal

Cllr Mitchell reported that he had looked at the draft museum lease as had the museum trustees and that everyone was happy to sign it when the final documents were received. Signatories would be the Chair of RPC and the Secretary of the museum trustees.

9.5 To receive an update on important/historical document scanning

The Clerk reported that the Facilities Officer was still working through the scanned documents returned to ensure we had received everything requested.

The Clerk raised a concern that there were other documents in the building that we should consider scanning, including the cupboards in the office as well as filing cabinets. Cllr Mitchell said that the priority had been to scan the most important historical documents showing ownership of assets and deeds for leases and easements – these had been the ones returned from the solicitors some years previously. As we now store agendas, minutes and correspondence electronically, there was no need to scan older correspondence and minutes, unless we came across particularly important documents by exception. Cllrs discussed this and agreed that no further document scanning en masse was required.

Cllr Maynard offered to come in to the office and look through the cupboard drop files to see if she could identify any important documents.

Action: Cllr Maynard

Cllr Maynard left the meeting at 11.33am

9.6 To receive an update on preparations for GDPR compliance

The Clerk reported that he had been approached by an organisation (LCPAS) to carry out the Personal Information Audit (PIA). This process identifies what data is held, how and where, and delivers an action plan to carry out to meet compliance criteria.

The cost was £1,500 and the Clerk recommended that we proceed on the basis that the organisation had been used and recommended by a local town council and the pricing seemed to be competitive and thorough.

It was proposed by the Chair and resolved that:

The Clerk should engage LCPAS to carry out the Personal Information Audit (PIA) for RPC in preparation for GDPR, at a cost of £1,500.

The Clerk was asked to contact Wheathampstead Parish Council to see how they were progressing with their preparations.

Action: Clerk

Due to the confidential nature of the business to be discussed, it was resolved under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public.

9.7 Confidential

Cllrs received an update on a recent SADC training session covering protocol in the event of death of a senior figurehead.

10. COMMUNICATIONS

10.1 Noticeboards

None

10.2 Website

None

10.3 Newsletter

Cllr Mitchell reported that he was planning for the spring 2018 Newsletter to be issued early May 2018, just prior to the Annual Parish Meeting.

10.4 Social Media

None

11. MATTERS TO REPORT

None

12. DATE OF NEXT MEETING

Tuesday 13th March 2018, 10am, Conference Room, Parish Centre.

The meeting closed at 11:54am.

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