

REDBOURN PARISH COUNCIL

Minutes of Management and Communication Committee held on Tuesday 10th APRIL 2018, Conference Room, Redbourn Parish Centre.

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

IN ATTENDANCE: N Khanna (Clerk)

1. APOLOGIES FOR ABSENCE

Cllrs I Caldwell (Health), M Maynard (Health) and R Gray (Family)

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 13th March 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

6.1 Conference Room offered to the Care Group free of charge on 27th March 2018.

7. FINANCE

7.1 To receive the latest Management and Communications finance reports

The Clerk summarised the latest Income and Expenditure Report dated 5th April 2018. The Clerk explained that the report reflected reconciled accounts to the end of February 2018.

It was proposed by the Chair and resolved that:

The Income and Expenditure Report, dated 5th April 2018, reflecting reconciled accounts to the end of February 2018, be received.

The Clerk then summarised the Balance Sheet dated 5th April 2018 showing the Council's reserves.

8. PARISH CENTRE MANAGEMENT

8.1a Parish Centre Usage

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

It was proposed by the Chair and resolved that:

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

9. PARISH COUNCIL MANAGEMENT

9.1 Staff / Appraisals / Hours

The Clerk reported that his appraisal had recently been carried out with Cllrs Mitchell and Gardner.

The Clerk reported that he had carried out staff appraisals with all staff and they were currently writing them up. The Clerk said he was very pleased with individual performance and the way the team worked together. Cllrs said they were pleased to hear this and supported the Clerk's view.

The Clerk asked Cllrs if they were happy to consider salary increments at this stage. Cllrs said they would prefer to do that once the process had completed and asked the Clerk to let them know when this was done.

ACTION: Clerk

9.2 To receive an update on the Parish store repairs

The Clerk reported that the latest update from the Facilities Officer was that repairs were almost complete, with just the replacement doors outstanding, which were currently being made offsite.

9.3 To receive an update on preparations for GDPR compliance

The Clerk reported that he was awaiting the compliance action plan from LCPAS and he expected it to arrive imminently. The Clerk explained that the action plan was a key step, as the NALC advice recommended all Councils should be compliant by 25th May 2018, or at least have a plan in place to be compliant soon after.

9.4 Parish Council office opening hours

Included in error – resolved at Item 9.5 in March 2018 minutes.

9.5 To consider a review of the Council's profile as an LC2 – Small/Medium Parish

The Clerk reported that he was appear that some of his peers at similar sized parish councils were on a different pay scale. The Clerk is currently on the LC2 pay scale and some peers were on the LC3 pay scale. Pay scales appeared to be closely linked to each councils Local Council (LC) banding, but not in all cases. The Clerk provided Cllrs with documentation guides that helped assess where a council should sit on the banding.

Cllr Gardner reported that this issue had also been discussed at the Clerk's appraisal and a working party to investigate this had been suggested. At that meeting, Cllr Gardner had asked to be part of the working party and was also happy to Chair it.

All Cllrs were supportive of a working party being formed to progress this and all Cllrs present (Cllrs Gardner, Hickmott, Mitchell and Mead) agreed to be on the working party.

A discussion followed on the goal of the working party. Cllrs gave the working party the following name 'Working party to scope whether RPC's LC2 profile is correct and if its staff retention and recruitment policy is still appropriate'.

It was proposed, seconded and resolved that:

A working party be formed to investigate whether Redbourn Parish Council's current LC2 profile is correct and if its staff retention and recruitment policy is still appropriate.

Cllr Gardner took an action to email other members of the working party draft Terms of Reference (TOR).
ACTION: Cllr Gardner

10. COMMUNICATIONS

10.1 Noticeboards

None

10.2 Website

Cllr Mitchell commented that our website, in comparison to other local councils, was now mediocre and he looked forward to recommendations for it from the Communicating with the Community Working Party.

10.3 Newsletter

Cllr Mitchell reported that the copy deadline of 9th April 2018 for the spring 2018 Newsletter had now passed and he was now working on it. Cllr Mitchell expected to have it completed early in the coming week. Cllrs all said that they had received feedback that the standard of RPC's newsletter was excellent.

10.4 Social Media

Cllr Hickmott reported that the Communicating with the Community Working Party were scheduled to next meet on 12th April 2018.

11. MATTERS TO REPORT

11.1 The Clerk reported that the Care Group had been given use of the Parish Centre Conference Room for 3 hours on 27th March 2018 to host a visit from the High Sheriff, free of charge. Councillors did not raise any objections to this.

12. DATE OF NEXT MEETING

Tuesday 8th May 2018, 10am, Conference Room, Parish Centre.

The meeting closed at 11:38am.

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