

## REDBOURN PARISH COUNCIL

Minutes of Management and Communication Committee held on Tuesday 10<sup>th</sup> July 2018, Conference Room, Redbourn Parish Centre.

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

**IN ATTENDANCE:** C Kenny (Clerk),  
N Khanna

### 1. APOLOGIES FOR ABSENCE

Cllrs 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

### 4. MINUTES OF THE PREVIOUS MEETING

It was proposed by the Chair and resolved that:

*The minutes of the meeting held on 12<sup>th</sup> June 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

GDPR - NK

### 7. FINANCE

#### 7.1 To receive the latest Management and Communications finance reports

NK explained that the report was almost reconciled for April but that there were 2 missing invoices amounting to approx. £1,500. These have been requested from suppliers. NK assured meeting that his priority over next 3 months would be the finances.

It was proposed by the chair and resolved that:

*. The Income and Expenditure Report, dated 6<sup>th</sup> July 2018, reflecting reconciled accounts to the end of April subject to missing invoices being input, be received*

### 8. PARISH CENTRE MANAGEMENT

#### 8.1a Parish Centre Usage

Clerk informed meeting that the Parish Centre Usage report had been updated since the Agenda pack was sent out as an error had been found. The hours recorded for exercise classes should read 85 rather than 77 as per original report.

Cllr Hickmott asked if the usage going forward would increase in the same vein. Clerk explained that it will probably slow down due to August holidays and St John's Ambulance not having as many bookings in the second half of the year.

It was proposed by the Chair and resolved that:

***The Summary of Bookings report from 01/04/18 to 30/06/18 be received.***

The Clerk informed the meeting that the foyer, main hall, kitchen and toilets had been decorated during June to bring the Centre up to standard.

## **9. PARISH COUNCIL MANAGEMENT**

### **9.1 Office/staff/appraisals**

The contract for the new Clerk has been drawn up and updated to incorporate new GDPR and HR rules and is ready for approval.

**ACTION:** Cllr Mitchell to approve Clerk's contract and give to CK to sign

All appraisals have been completed and salaries amended accordingly.

NK has agreed to work one day a week for a period of 3 months as a Finance Officer with the purpose of handing over and training the new Clerk and RFO on all financial matters.

It was proposed, seconded and resolved that:

***RPC employ NK as Financial Officer one day a week, starting 16<sup>th</sup> July 2018 at his current salary pro rata for a 3 month period on a staff contract, with an option to extend by mutual consent, if necessary.***

**ACTION:** NK to submit his current contract to HR consultant to make the necessary amendments.

Cllr Mitchell thanked NK on behalf of RPC for offering this help which will mean a seamless transition.

### **9.2 Recruitment of a new Deputy Clerk**

Discussed if RPC still required a Deputy Clerk and assessed that this position was still required but that job role should include finance work, eg. data input, as it is important that there is more than one person who is able to do this role to ensure consistency and cover for the Clerk.

Cllr Gardner suggested that the new Clerk have a few weeks to settle into the role for her to assess what she feels the requirements for the new Deputy Clerk should be. There was a discussion around timings and how to recruit a Deputy Clerk. The Clerk to liaise with NK, Cllrs Gardner and Mitchell to review the job specification with a view to making some amendments.

**ACTION:** The Clerk to review the Deputy Clerk job specification and if ready to start recruitment process before the next meeting (11<sup>th</sup> September), to use delegated powers along with the Chair of Management & Communications.

**ACTION:** The Clerk to discuss with Facilities Officer and Community Officer if they have extra capacity if necessary to help with workload.

## 10. COMMUNICATIONS

### 10.1 Noticeboards

Cllr Caldwell mentioned notice board in Cumberland Gardens was out of date. This had been updated.

### 10.2 Website

None

### 10.3 Newsletter

None

### 10.4 Social Media

Cllr Mitchell stated that he seemed to be getting a lot of 'junk' particularly on twitter. NK confirmed that RPC only pushes messages out and doesn't engage in anything other than Council matters.

The Council's presence on facebook and twitter need to be reviewed to ensure we are using them effectively.

**ACTION:** Clerk to look at the privacy settings on twitter to ensure they are set correctly.

#### **a: Communicating with the Community Working Party.**

Meeting was due to be held on 3<sup>rd</sup> July but was postponed and a new date is being rearranged.

### 10.5 How we discuss/communicate with the Museum regarding works required

Cllr Caldwell said the Museum trustees need to know they have a repairing lease so any maintenance issues are their responsibility.

Cllr Mitchell explained that as the building was given to us with damp issues, RPC felt obliged to fund problems related to this issue as we are the landlord and therefore protecting our asset. The Trustees should be responsible for the internal upkeep and maintenance of the Museum along with running the Museum and RPC do work on a case by case basis.

Cllr Mead wanted it noted that Redbourn should be proud of having a museum as it's a good community asset.

**ACTION:** Invite Facilities Officer to attend Management & Communications to discuss finding ways to control expenditure.

Cllr Hickmott left the meeting at 11.20am

## 11 TO GRANT DELEGATED POWERS TO CLERK AND CHAIR OF MANAGEMENT AND COMMUNICATIONS DURING SUMMER RECESS

It was proposed, seconded and resolved that:

***Delegated powers were granted to the Clerk and Chair of Management & Communications during the summer recess***

**11. MATTERS TO REPORT**

**11.1** NK confirmed that all GDPR policies are finalised and will be sent to all Councillors for review and approval at Full Council.

NK explained that although it is not a legal requirement to appoint a Data Protection Officer for a Parish Council, feedback received suggested that a Parish Council should have someone in place to ensure they are compliant and his recommendation is that RPC appoint LPCAS as its Data Protection officer at a cost of LPCAS for £300 per year.

NK has been trialling an email encryption service with the view to rolling out to all members of staff and Councillors to use when sending emails with personal data included in the content.

**ACTION:** Clerk to add these points to Full Council agenda for approval.

**12. DATE OF NEXT MEETING**

Tuesday, 11<sup>th</sup> September 2018, 10am, Conference Room, Parish Centre.

The meeting closed at 11.30am.

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