

REDBOURN PARISH COUNCIL

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

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

IN ATTENDANCE: C Kenny (Clerk),

1. APOLOGIES FOR ABSENCE

Cllrs R Gray (family) and V Mead (health)

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 9th October 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

There were no reports to receive.

7.2 To receive draft Management and Communications budget for 2019/20

The Clerk presented the draft budget explaining that she and the Chair had worked through the budget for last year along with actual spend to date.

The meeting discussed the draft budget, reviewing each item and the following items were decided:

Code 4052: Reduce amount to £500.00 and move £3,000 not spent this year into general reserves

Code 4085: Change the description to 'Chairman's discretionary fund'

Cost centre 480 Increase grant budget to £25,000.00

It was proposed by the Chair and resolved that:

Management and Communications accept this draft budget noting the above amendments and present to the Finance Committee for approval

8. PARISH CENTRE MANAGEMENT

8.1 To receive reports on usage of the Parish Centre and hirer feedback

The Clerk presented the Parish Centre usage report up to 31st October 2018

It was proposed by the Chair and resolved that:

The Summary of Bookings report from 01/04/18 to 31/10/18 be received.

8.2 To receive a request for use of the Parish Centre for online safety workshop, free of charge

Cllr Caldwell proposed that following the success of the Senior Forum, that a free workshop should be run for seniors to advise them on how to be safe online. It is proposed that the Police and Neighbourhood Watch, along with U3A organise and run the workshop. Although these parties had not been contacted, Cllr Caldwell wanted to request use of the hall for free to facilitate the workshop.

It was proposed by the Chair and resolved that:

RPC would offer a hall within the Parish Centre, free of charge, for 2.5 hour session for the purpose of running an online safety workshop for seniors.

ACTION: Cllr Caldwell to approach the PCSO and Neighbourhood Watch to discuss further.

8.3 To receive recommendations for Christmas opening hours

The Clerk presented a recommendation for office opening hours during the Christmas period. Cllr Gardner suggested that the Calendar is blocked out from 21st December to ensure staff have no calls from hirers during this period.

It was proposed by the Chair and resolved that:

The Parish Council office and Parish Centre is closed from 24th December 2018 to 1st January 2019 inclusive.

8.4 To receive a request to use the Parish Centre for xmas tea party from Youth Connexions

A request had been received from Youth Connexions for the use of the Parish Centre for the annual tea party run for the elderly of the village. They would like to hold it on 9th December 2018.

It was proposed by the Chair and resolve that:

RPC will provide the Parish Centre free of charge to Youth Connexions on 9th December 2018 to hold the xmas tea party for the elderly of the village.

8.5 To receive a request for Councillors to renew their first aid qualifications

The Care Group have flagged up that all those Councillors and staff members who did their first aid training previously, are now due to renew the qualification. The Care Group will organise the training but have asked if the Council would provide the room free of hire.

It was proposed by the Chair and resolved that:

RPC would provide the Conference Room free of charge to the Care Group to use for refresher first aid courses.

ACTION: The Clerk to contact all relevant Councillors and staff to confirm they wish to refresh their first aid training. She will liaise with the Care Group for a date and advise accordingly.

9. PARISH COUNCIL MANAGEMENT

9.1 Office/staff/appraisals

The Clerk informed the meeting that Nish Khanna finished his 3-month contract on 19th October 2018. Cllrs were aware that a leaving event had not been organised and that it would be nice to invite Nish to the Council's Christmas evening.

ACTION: Clerk to invite NK to this event and to arrange a leaving collection. Cllr Mitchell advised the Clerk to take £120.00 from the Chairman's Discretionary fund and reimburse once payment was received from Councillors.

9.2 Update of recruitment of a new Deputy Clerk

Cllr Gardner informed the meeting that after completing the interview process, a new Deputy Clerk had been appointed. The relevant documentation will be sent out this week, but she has verbally accepted the position. A start date has yet to be confirmed but is likely to be 2nd January 2019.

10. COMMUNICATIONS

10.1 Noticeboards

Nothing to report

10.2 Website

Cllr Caldwell stated that the website seemed to work when viewing on an I-phone device but not an android.

10.3 Newsletter

The Clerk reported that the Autumn 2018 edition of Redbourn News has been sent to the printers and is expected to be delivered to all residents by 30th November 2018.

Moving forward, Councillors discussed what options were available with regards to producing the publication. The Clerk stated that the Office did not currently have the capacity to produce the newsletter on an ongoing basis. The meeting discussed the possibility of either outsourcing to an outside provider or asking a member of staff to produce it outside of normal hours and pay overtime for the extra hours worked.

The Clerk felt that that Staff could continue to collate the articles and adverts but forward to a company to do the graphics/artwork and printing.

ACTION: The Clerk to obtain quotes for outsourcing the production of the newsletter. Add to the next agenda.

Cllr Gardner acknowledged the work, time and energy invested by Cllr Mitchell over the last few years in compiling a highly regarded, quality newsletter.

10.4 Social Media

The Community Officer has started to increase the use of Facebook in the last few weeks, particularly to inform residents of various events, eg, firework display, Remembrance Day and public exhibitions being held.

Cllr Hickmott reported back to the Committee an update from the Communicating with the Community working party where they had been discussing how the Parish Council communicates with the residents.

Cllrs discussed the current website, and all agreed that it needed upgrading. One idea that came from the working party was that the Village website and Parish Council website should be merged. It was felt that this was not a good idea for various reasons, one being who would manage updating and content but also did not want the purpose of the Parish Council to be lost. Cllr Mitchell stated that the Parish Council should have complete control of its own website in order that it can manage 'fake news' and rumours. It was felt that the websites are best run separately but that there should be strong links between the two sites.

Having consulted with the staff, they felt that the website could be improved by adding links for such things as reporting faults and by adding a booking system for hall hire.

Cllr Hickmott explained that the WP agreed that the focus should be on Facebook and twitter to start with to ensure full utilisation of these areas before starting to introduce other means, ie, Instagram, snapchat etc. It was felt that Facebook could be a good vehicle to connect with and inform residents. It could also be used to gain input from residents on specific subjects.

Cllr Finnigan, along with the Community Officer, will undertake improvements to the existing website. The office staff will prepare a specification identifying what we want from the website. From this, outside experts can be approached with a view to engaging their services.

ACTION: The Clerk to add to the January agenda for further discussion. The Clerk will also investigate the extent of our contract with Parishnet

The meeting agreed that the Communicating with the Community Working party had completed its remit for the moment and was not currently necessary to meet. However, it may need to reconvene at a later stage, should this become necessary.

11 TO RECEIVE AN UPDATE ON THE MUSEUM

The Clerk informed the meeting that she had sought clarification from our Solicitor and confirmed that the lease for the Museum is a fully repairing lease, ie the Museum Trustees are responsible for all repairs.

Cllr Caldwell stated that if the Parish Council did repairs ourselves, we would be breaking the terms of the lease however we can decide to give grant monies to the Museum to be spent on repairs.

Two valuations had been submitted by local estate agents. They valued the building and land as follows:

Valuation 1	£700,000 - £750,000
Valuation 2	£500,000 - £550,000

The full survey of the building has not been completed yet.

The letter received from the Chair of the Trustees was discussed by Councillors. Cllr Mitchell has responded to the points made by the Chair.

Cllr Gardner reiterated that RPC were clarifying the nature of the ongoing commitment that is needed and that the Council need to know what monies they are committing too. Once all these facts have been received, a meeting will be arranged with members of the Management & Communications committee and Museum Trustees.

12. MATTERS TO REPORT

Nothing to report

13. DATE OF NEXT MEETING

Tuesday, 11th November 2018, 10am, Conference Room, Parish Centre.

The meeting closed at 11.45am

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