

# REDBOURN PARISH COUNCIL

Redbourn Parish Centre, The Park,  
REDBOURN, Hertfordshire, AL3 7LR  
Telephone No: 01582 794832/07436 549584  
e-mail: [clerk@redbournparishcouncil.gov.uk](mailto:clerk@redbournparishcouncil.gov.uk)



6<sup>th</sup> June 2017

Councillors A Gardner (Chair), D Mitchell (Vice Chair), I Caldwell, M Maynard, R Gray, I Hickmott and V Mead, you are hereby summoned to attend a meeting of the **Management & Communications Committee** on **TUESDAY 13th JUNE 2017 at 10.00 am** in the **Conference Room, Parish Centre**

A handwritten signature in black ink, appearing to read 'Nish Khanna'.

**Nish Khanna**  
**Clerk to the Council**

---

## AGENDA

- **ELECTION OF COMMITTEE CHAIR**
- **ELECTION OF COMMITTEE VICE CHAIR**

**1. APOLOGIES FOR ABSENCE**  
To receive apologies for absence.

**2. DECLARATION OF INTEREST**

Members are reminded to make any declarations of disclosable pecuniary and/or personal interests that they may have in relation to items on the Agenda. You should declare at this part of the meeting or when it becomes apparent your interest by stating:

- A. the item you have the interest in
- B. whether it is a disclosable pecuniary interest and the nature of the interest, whereupon you will not participate in the discussion or vote on that matter, unless dispensation has been requested and granted
- C. whether it is a personal interest and the nature of the interest

Members are also reminded of their obligation to report any amendment to their Register of Interests to the Clerk as soon as it becomes apparent.

**Declarations:**

**Cllr Caldwell** – Nickey Line, Redbourn Village Online

**Cllr Maynard** – Redbourn Museum

**Cllr Mead** – Redbourn Youth Club, Redbourn Museum

**3. PUBLIC PARTICIPATION**

**4. MINUTES OF PREVIOUS MEETING**

To approve the record of the previous meeting scheduled 9<sup>th</sup> May 2017

## **5. ACTIONS ARISING FROM THE PREVIOUS MINUTES NOT ON THE AGENDA**

## **6. MATTERS TO REPORT**

Members are invited to notify the Chairman of matters for report which they wish to be discussed at the end of the meeting. In so doing, the Member(s)/Officer(s) concerned must state the special circumstances which they consider justifies the matter being raised as a matter of urgency. The Chairman will decide whether the item(s) raised shall be considered under Matters for Report

## **7. FINANCE**

1. To receive the latest Management and Communications finance reports.

## **8. PARISH CENTRE MANAGEMENT**

### **1. Review Parish Centre Usage**

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

2. To review current Parish Centre room hire rates

## **9. PARISH COUNCIL MANAGEMENT**

1. To review the Committee's Terms of Reference
2. To receive an update on office / staff / appraisals
3. To receive an update on the Parish Store repair
4. To receive an update on the Council's insurance cover for cyber fraud
5. To consider solar panels for the Parish Centre
6. To receive quotes for important document scanning
7. To consider a request to provide the Museum with Redbourn maps from RPC supplies

## **10. COMMUNICATIONS**

To receive an update on the following:

1. Noticeboards
2. Website
3. Newsletter
4. Social Media

## **11. MATTERS TO REPORT**

For discussion only.

## **12. DATE OF THE NEXT MEETING**

Tuesday 11<sup>th</sup> July 2017, 10am, Conference Room, Parish Centre.