

## **REDBOURN PARISH COUNCIL**

**Minutes of Parish Centre Management Committee held on Monday, 15<sup>th</sup> February 2012, at Redbourn Parish Centre at 2 pm**

**PRESENT:** Councillors D Fenton, D Mitchell, R Stent, Mrs M Maynard and Mrs V Windle

**IN ATTENDANCE:** Diane Whiskin, Clerk to the Council, Hayley Leach, Caretaker

**APOLOGIES FOR ABSENCE:** None

**MATTERS TO REPORT:** Kerbing

**1. Declarations of interest:** None

**2. Minutes of previous meeting**

**RESOLVED** that the minutes of the previous meeting be signed as a true record.

**3. Variation of order of business**

It was agreed that the order of business should be varied as follows i) Parish Centre business ii) Communications iii) Parish Clerk.

**4. Bookings**

A copy of the booking schedule for February and March was noted. Children's parties remain popular. Pilates has booked an extra hour during the day. The Caretaker claimed that the administration was disjointed but the Clerk confirmed that every booking form is photocopied and put in the caretaker's tray to ensure that she is aware of all bookings. Also, she also has access to the electronic calendar and the file of booking forms which is kept in the office. It was suggested that the Clerk should email information to the Caretaker but the Clerk emphasized that she prefers to telephone urgent messages so that she is sure they have been received.

The conference room is not being booked by local businesses as envisaged. It was thought that in the current economic climate businesses are tending to use their own facilities.

**5. Marketing**

**5.1 Banner:** It was agreed that the "for hire" banner should be installed on 1<sup>st</sup> March for three weeks. The Clerk to order a banner reading "Annual Parish Meeting this Thursday at 7.30pm". Councillor Mitchell to email the link for the company he uses.

**5.2 Mailshot:** A member suggested a mailshot informing businesses of the conference facilities at the Centre. The Clerk to contact the Chamber of Commerce for a list of businesses

**6. Finances**

A paper showing the income and expenditure to end of January was circulated. The following points were raised in discussion

- £475 had been received in room hire to date in February
- balance in budget: approximately £3,000
- revenue from newsletter advertisements over £400 -printing cost- £649.
- only estimated electricity bills received since Centre opened which are very high – suggested a payment on account be made
- meters have been read but no correct bills received

Councillor Stent studied the last two meter readings and said that bills are ridiculously over estimated. Members gave Councillor Stent and the Clerk delegated authority to pursue this matter with NPower.

## **7. Fabric Report**

### **7.1 Heating**

The heating should be left on 20. If it is turned down low it takes a long time for the building to heat to a reasonable temperature. The Clerk to remind BAR that we require a price for annual maintenance.

### **7.2 Kerbing**

Hartons has visited the site and a quotation for kerbing is awaited. The line of kerbing has to be agreed.

### **7.3 Lighting**

The lighting in the office stays on for a considerable time after the room is vacated and may need some adjustment. It was agreed that an electrician should be engaged for the Centre. Quotations to be sought for maintenance of the lighting in the Centre. The electrical goods require PAT testing.

### **7.4 CCTV**

The CCTV unit has broken. A temporary unit has been provided pending repairs to the original unit. When the maintenance agreements were set up it was thought that it was comprehensive but it transpires that this is not the case. Councillor Fenton was delegated to negotiate an all inclusive maintenance contract with ADT to include the fire alarm.

## **8 Premises Licence**

The premises licence has been completed but has not been submitted as it had been agreed that the Clerk would be the licensee. Now that the Clerk is retiring a replacement is required. Councillor Windle agreed to act as licensee pending the appointment of the new Clerk. A requirement of the licence is that a notice is published in a local newspaper or newsletter. It was agreed that as the circulation of local newspapers in Redbourn is patchy, the notice should be placed in the Parish Council newsletter which is circulated to every household in the village.

## **9. Communications**

### **9.1 Newsletter**

Advertising in the newsletter has proved successful. If the number of advertisements increases, the size of the newsletter increases, as does the printing costs. Councillor Mitchell said he could not include all the articles he received in the last edition. Some people have complained that they did not receive a newsletter. It was agreed to increase the number of advertisements and spend some of this revenue to pay for professional distribution around the village. It was agreed that the Parish Council could continue to deliver to the outlying areas.

Councillor Mitchell reported that he has submitted a claim for expenses for paper and ink used in formulating the newsletter.

It was agreed

- to include an article on the village hall in the next edition
- Announcement of Parish Plan survey to be published in next edition but questionnaire to be circulated as a separate document a few weeks later
- Room at Parish Centre may be made available if residents require assistance to complete questionnaire – Councillor Windle to visit Children's Centre to discuss how to get "hard to reach" groups to complete forms

**9.2 Web Site**

The Parish Council web site is for local government information and is being maintained regularly. All information on village organisations is to be placed on the village website. There have been 6000 hits to date which equates to approximately 700-800 hits per month.

**8. Clerk**

A recruitment pack has been collated based on information provided by the Hertfordshire Association of Parish and Town Councils. To date six people have requested the pack. It was agreed that the chair of the Council and each Committee should form the recruitment panel ie Councillors Fenton, Mitchell, Stent (in place of Councillor O'Donovan who is on holiday) and Moreton. Delegated powers would be requested at the next full council meeting. It was agreed that the CVs would not be made available to councillors unless they specifically asked to see them. If possible a recommendation would be made to full council at the March meeting; if not a special meeting would be called. Once the Clerk is appointed arrangements will be made to appoint an administrative assistant.

The meeting closed at 3.55pm

Signed..... 13<sup>th</sup> March 2012