

REDBOURN PARISH COUNCIL

**Minutes of Management and Communication Committee held on Tuesday 14th February 2017,
Conference Room, Redbourn Parish Centre.**

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

IN ATTENDANCE: N Khanna (Clerk)

1. APOLOGIES FOR ABSENCE

None

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 December 2016 are adopted
as a true record of the meeting.***

It was proposed by the Chair and resolved that:

***The cancellation notice of the meeting scheduled for 10th January 2017
be noted.***

5. ACTIONS ARISING FROM THE PREVIOUS MINUTES NOT APPEARING ON THE AGENDA

None

6. MATTERS TO REPORT

Cllr Mitchell – Community Champion and Cyber Security.

7. FINANCE

7.1 The Clerk summarised the Income and Expenditure report and Balance Sheet, both dated 8th February 2017 and explained that it reflected reconciled accounts to the end of November 2016.

The Clerk reported that he had been working with Deputy Clerk to show her how the accounts were done.

The Clerk reported that he was now planning in dates with RBS to arrange the end of year close down for the 2016-17 accounts.

It was proposed by the Chair and resolved that:

***The Management and Communications Income and Expenditure
report and the Balance Sheet dated 8th February 2017 be noted.***

Cllr Mitchell requested that non- paying hirers do not take precedent over Council meetings and that Full Council is always held in the Conference Room.

8. PARISH CENTRE MANAGEMENT

8.1 Parish Centre Usage

The Parish Centre usage reports for the three months to 30th January 2017 were received and discussed by Cllrs.

9. PARISH COUNCIL MANAGEMENT

9.1 Staff / Appraisals / Hours

The Clerk reported that staff appraisals were being arranged currently.

9.2 Parish store repairs

The Clerk reported that following receipt of the Schedule of Works, we were now seeking quotes. This project is currently being progressed by the Deputy Clerk during the Facilities Officer's absence.

10. COMMUNICATIONS

10.1 Noticeboards

None

10.2 Website

Cllr Mitchell reported that the RPC website home page was now displaying well on Android and Apple smart phones.

10.3 Newsletter

Cllr Mitchell reported that he was aiming for the next newsletter to be distributed the first week of May 2017 to coincide with the Annual Parish Meeting on 8th May 2017. Cllr Mitchell requested articles be submitted before Easter and said he would speak to the Deputy Clerk to progress articles and advertising.

10.4 Social Media

The Clerk reported that he had been to an SADC Social Media seminar recently.

11. MATTERS TO REPORT

11.1 Community Champion

Cllr Mitchell reminded Cllrs that nominations for the Community Champion award should now be sought, so that the winner could be announced at the Annual Parish Meeting on 8th May 2017. Nominations to be received by 14th April 2017.

Cllr Mitchell said that he would produce an A5 flier for the noticeboards.

Action: Cllr Mitchell

The search for nominations should also be publicised on the RPC website and the Village website.

Action: Cllr Caldwell / Clerk

The Clerk was asked to add this item to the next agenda.

Action: Clerk

11.2 Cyber Security

Cllr Mitchell commented that cyber security was currently a big issue in the press and that we should remain vigilant.

The Clerk was asked to clarify our position regarding cyber fraud and our insurance.

Action: Clerk

The Clerk said that he would check to ensure all PC firewalls were activated and up to date.

Action: Clerk

12. DATE OF NEXT MEETING

Tuesday 14th March 2017, 10am, Conference Room, Parish Centre.

The meeting closed at 10:37am.

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