

REDBOURN PARISH COUNCIL

Minutes of Management and Communication Committee held on Tuesday 11th April 2017, Conference Room, Redbourn Parish Centre.

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

IN ATTENDANCE: N Khanna (Clerk)

1. APOLOGIES FOR ABSENCE

Cllrs R Gray (Family) and I Hickmott (Absent)

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 14th March 2017 are adopted as a true record of the meeting.

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

Item 9.1 - The Clerk reported he had sought HR advice on applying staff pay increases. Cllrs discussed this and asked the Clerk to seek further clarity on the options available.

Action: Clerk

6. MATTERS TO REPORT

None

7. FINANCE

7.1 The Clerk summarised the Income and Expenditure report for this Committee dated 3rd April 2017. The Clerk reported that the figures represented reconciled accounts to the end of February 2017.

It was proposed by the Chair and resolved that:

The Income and Expenditure report dated 3rd April 2017 for the Management and Communications Committee be noted.

The Clerk was asked to move any underspend from code 4117 Volunteer Event to a new EMR called Community Fund.

Action: Clerk

8. PARISH CENTRE MANAGEMENT

8.1 Parish Centre Usage

The Parish Centre usage reports for the three months to 31st March 2017 were received and discussed by Cllrs.

The Clerk reported that we looked to be on target regarding income for the Main Hall, but anticipated exceeding the budgeted income for the Conference Room because of a new, regular hirer.

The Clerk was asked to add a review of room hire prices to the next agenda.

Action: Clerk

9. PARISH COUNCIL MANAGEMENT

9.1 Staff / Appraisals / Hours

The Clerk reported that Employer Pension contributions for the Local Government Pension Scheme (LGPS) were increasing by 1% for 2017/18.

N.B. This was clarified at the following meeting on 9th May 2017 as being a decrease of 1% for 2017/18.

9.2 To receive an update on the Parish store repairs

Carried Forward.

9.3 To receive an update on the draft policy on preferred suppliers

Carried Forward.

9.4 To receive an update on Community Champion nominations

Cllr Mitchell reported that only one nomination had been received. Cllr Mead stated that she had someone in mind that she would like to nominate also.

9.5 To receive notification of an increase in pension contributions

Discussed at 9.1 above.

9.6 To receive an update on the Council's insurance cover for cyber fraud

The Clerk reported that our current insurance did not include cover for cyber fraud. A standalone product to cover this would cost approximately £300.

The Clerk stated that on speaking to the Council's insurers, it seemed Parish Councils were considered low risk regarding cyber fraud.

Cllrs asked the Clerk to speak to neighbouring Clerks to see how they were responding to this potential threat with regard their insurance.

Action: Clerk

A Council policy on opening suspect emails was then discussed. Cllr Caldwell offered to come up with the draft policy wording to cover this.

Action: Cllr Caldwell

10. COMMUNICATIONS

10.1 Noticeboards

None

10.2 Website

None

10.3 Newsletter

Cllr Mitchell reported that the newsletter was at the printers and he hoped distribution would commence w/c 17th April 2017.

10.4 Social Media

None

11. MATTERS TO REPORT

11.1 Cllr Mitchell offered to look into ordering the Parish Centre banner for the Annual Parish Meeting.

Action: Cllr Mitchell

11.2 The Clerk reported that our current electricity provider contract was coming to an end and the Deputy Clerk was working with two organisations to get us a competitive deal going forward.

12. DATE OF NEXT MEETING

Tuesday 9th May 2017, 10am, Conference Room, Parish Centre.

The meeting closed at 11:26am.

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