

REDBOURN PARISH COUNCIL

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

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

IN ATTENDANCE: N Khanna (Clerk), 1 x resident (Item 9.6)

1. APOLOGIES FOR ABSENCE

Cllrs M Maynard (Holiday) 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

It was agreed that Item 9.6 be brought forward on the agenda.

9.6 To receive a request to have access to a defibrillator outside office hours

A resident addressed Cllrs requesting access to a defibrillator outside of office hours. The resident had setup Run Redbourn in 2016 and currently have an online community of over 300. The village currently has 5 defibrillators at various locations, but none are available 24/7.

Cllrs discussed this and were supportive. The Clerk reminded Cllrs that when the defibrillator was purchased for the Parish Centre, it was always planned that an external cabinet would be considered later.

It was proposed by the Chair and resolved that:

The Clerk should arrange for the purchase and installation of an external cabinet for the Parish Centre defibrillator to provide 24/7 access to it for residents. The Clerk was asked to proceed up to a maximum spend of £1500.

4. MINUTES OF THE PREVIOUS MEETING

It was proposed by the Chair and resolved that:

The minutes of the meeting held on 14th February 2017 are adopted as a true record of the meeting.

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

The Clerk was asked to add cyber fraud to the next agenda and provide an update on if/how RPC's insurance covered this.

Action: Clerk

6. MATTERS TO REPORT

None

7. FINANCE

- 7.1 The Clerk reported that he was bringing the accounts up to date in readiness for year end and so there were no accounts to present.

Cllr Mitchell reported that he would be looking into any Special Expenses applied to Redbourn by SADC and would report back if he felt we needed further clarification.

Action: Cllr Mitchell

8. PARISH CENTRE MANAGEMENT

8.1 Parish Centre Usage

The Parish Centre usage reports for the three months to 28th February 2017 were received and discussed by Cllrs.

The Clerk reported that we continued to receive positive feedback on the Parish Centre as a venue and on the service provided by staff. Cllrs were very pleased to hear this.

Cllrs discussed whether we should review the Parish Centre hire pricing. The Clerk suggested doing some analysis on the income received against costs, once we had the year end figures. Cllrs felt this was a good idea and asked the Clerk to report back once the year end figures were available.

Action: Clerk

8.2 To receive a request for permission to use the Parish Centre toilets for the Redbourn Classics event on 16th September 2017

Cllrs discussed this request, but were reluctant to approve it based on security and potential clean up costs. However, Cllrs were very supportive of the event and asked the Clerk to speak to the organisers to see if there was any other way the Council could assist.

Action: Clerk

9. PARISH COUNCIL MANAGEMENT

9.1 Staff / Appraisals / Hours

The Clerk reported that staff appraisals had been carried out for the Deputy Clerk, Facilities Officer and Community Officer.

The Clerk recommended that all 3 members of staff progress one point along the spinal column point pay scale from April 2017.

It was proposed by the Chair and resolved that:

The Clerk should arrange for the Deputy Clerk to move to SCP 25, the Facilities Officer to move to SCP24 and the Community Officer to move to SCP 24 on the pay scale, from April 2017.

9.2 Parish store repairs

The Clerk reported that following receipt of the Schedule of Works, we were still trying to progress seeking quotes.

9.3 To receive a draft policy on preferred suppliers

Cllrs were presented with a draft policy covering the use of preferred suppliers, prepared by the Deputy Clerk. The policy was designed to allow office staff to use trusted suppliers already proven to offer value for money, to act efficiently and quickly.

Cllrs asked the Clerk to confirm the spend thresholds over which three quotes were required and suggested the policy allow preferred suppliers to be used for individual works between the Clerk's existing limit and up to a value of £3000.

The Clerk was asked to add a review of the Standing Orders to the next Finance and Policy meeting and to also present the revised Preferred Supplier policy to Cllrs for consideration.

Action: Clerk

9.4 To receive an update on Community Champion nominations

Cllr Mitchell reported that he did not think we had any nominations thus far, but would need to check the dedicated email address. Cllr Mitchell also reported that Cllr Mead had expressed a wish to be on the panel.

9.5 To receive a request to improve signage on the Parish Centre building

The Clerk reported that residents on The Park were often asked where the Parish Centre was because the only sign marking the building is on the Fish Street elevation. The Clerk reported that Satnav systems usually brought visitors to the parish Centre postcode via The Park and so they would not see the sign on the building.

It was proposed by the Chair and resolved that:

The Clerk should arrange for a new Redbourn Parish Centre sign to be installed above the entrance door, in the same style as the existing building sign.

9.6 To receive a request to have access to a defibrillator outside office hours

See above under item 3.

9.7 To consider whether the Clerk should attend the Leadership in Action management training

Cllrs discussed the training course and decided it was not necessary for the Clerk to attend, because it appeared to be aimed at larger Councils with different challenges. Cllrs also felt there would be more relevant training courses available locally through HAPTC.

10. COMMUNICATIONS

10.1 Noticeboards

No issues with Parish Council noticeboards were raised.

Cllr Caldwell reported that the museum was planning on having a new noticeboard and would like clarity on whether it should be the same as the Parish Council noticeboards. Cllrs discussed this and felt that the museum noticeboard should be quite different and distinct from the Parish Council ones. Cllr Caldwell said he would feed that back.

Action: Cllr Caldwell

10.2 Website

None

10.3 Newsletter

Cllr Mitchell reported that he was currently working on the next newsletter.

10.4 Social Media

None

11. MATTERS TO REPORT

None

12. DATE OF NEXT MEETING

Tuesday 11th April 2017, 10am, Conference Room, Parish Centre.

The meeting closed at 11:40am.

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