

REDBOURN PARISH COUNCIL

Minutes of Management and Communication Committee held on Tuesday 13th June 2017, Conference Room, Redbourn Parish Centre.

PRESENT: Councillors A Gardner (Chairman), I Hickmott and M Maynard

IN ATTENDANCE: N Khanna (Clerk)

- **ELECTION OF CHAIR AND VICE CHAIR**

- **Chair**

It was proposed, seconded and resolved that:

Cllr Gardner is elected as Chair of the Management and Communication Committee until the next Annual Meeting of the Parish Council.

- **Vice Chair**

It was proposed, seconded and resolved that:

Cllr Hickmott is elected as Vice Chair of the Management and Communication Committee until the next Annual Meeting of the Parish Council.

1. APOLOGIES FOR ABSENCE

Cllrs I Caldwell (Holiday), D Mitchell (Vice Chair - Family), R Gray (Family) and V Mead (Prior engagement)

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 9th May 2017 are adopted as a true record of the meeting.

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

The Clerk had been asked to clarify why the £170 budget for memorial wreaths did not appear to have been spend in the year 2016-17. The Clerk reported that on investigation, it was simply that we had not received an invoice, but we have now and it will be settled as soon as possible.

6. MATTERS TO REPORT

6.1 Museum

6.2 Parish Centre Garden

6.3 Folk on the Common

6.4 Post Office

7. FINANCE

- 7.1 The Clerk reported that there were no accounts to receive as he had been busy on the 2016-17 year end and internal audit process.

8. PARISH CENTRE MANAGEMENT

8.1 Parish Centre Usage

The Parish Centre usage reports for the three months to 31st May 2017 were received and discussed by Cllrs. Cllrs commented that whilst the 3 monthly figures were interesting, it was hard to deduce any trends and whether we were on target with the budget.

The Clerk offered to add an additional report to future meetings showing the year to date earnings, so that Cllrs could see progress against budget and Cllrs agreed this would be helpful.

Action: Clerk

8.2 To review current Parish Centre room hire rates

As only 3 committee members were present, Cllr Gardner suggested this item should be carried forward to the next meeting to allow more Cllrs to contribute to the discussion.

Action: Clerk

The Clerk was asked to add a new item to the next meeting 'To review the Parish Centre's role in generating income'.

Action: Clerk

9. PARISH COUNCIL MANAGEMENT

9.1 Terms of Reference

Cllrs discussed the Terms of Reference for the Management and Communications Committee.

It was proposed by the Chair and resolved that:

***The Terms of Reference for the Management and Communications Committee
be accepted***

9.2 Staff / Appraisals / Hours

None

9.3 To receive an update on the Parish store repairs

The Clerk provided an update from the Facilities Officer. One builder had visited and we were awaiting their quote. Two other builders scheduled to visit w/e 16th June 2017.

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

The Clerk reported that the office PC's were left in sleep mode overnight and automatic updates for Windows 10 were enabled. A possible downside is that some updates have disabled one or more of the office PC's for several hours, but it was felt this was a small price to pay in ensuring the PC's were up to date and protected. To be monitored.

Action: Clerk

The Clerk reported that our IT support contractor had recommended we consider going to a paid anti-virus. The Council currently uses the free version of Avast, which is highly regarded. Cllr Gardner suggested any decision should be carried forward to the next meeting to allow input from Cllrs Mitchell and Caldwell.

Action: Clerk

9.5 To consider solar panels for the Parish Centre

Cllr Gardner suggested this item be carried forward to the next meeting to allow input from Cllr Caldwell, who had researched this previously.

Action: Clerk

9.6 To receive quotes for important document scanning

The Clerk reported that the Facilities Officer had done some research into options for scanning in our historic documents and circulated her report. Following the receipt of 3 x quotes, it was recommended we proceed with a supplier who had quoted an upper limit of £1708.94. The upper limit costing approach was common amongst all contractors, as an accurate quote would require them to spend hours/days individually assessing each document.

The Clerk stated that the Facilities Officer would set up the electronic file names/structures that the scanned documents would be filed in, to ensure ease of use when searching for specific documents in future.

Cllrs discussed this and felt that the cost was higher than expected, especially if the Facilities Officer was having to create all the file names/structures.

The Clerk was asked to assess alternative options and report back to the next meeting. Suggestions to explore included 1) purchasing our own scanner, 2) using the local printer who produced our newsletter and 3) our staff scanning A4 and A3 documents using our photocopier and using an external supplier for larger documents.

Action: Clerk

9.7 To consider a request to provide the Museum with Redbourn maps from RPC supplies

Cllrs discussed this request and, having seen how well they had been received at the recent Herts Show, were minded to give the Museum some maps for fundraising. The Clerk reported that there appeared to be one full box of maps remaining, as well as the part opened one used at the Herts Show. The Clerk asked Cllrs to consider if the maps should be sold or given away.

It was proposed by the Chair and resolved that:

The part opened box of maps be given to Redbourn Museum with a recommendation that they were used for fundraising.

It was proposed by the Chair and resolved that:

The remaining unopened box of maps be used by Redbourn Parish Council when attending events, with a recommendation that they were used for fundraising.

10. COMMUNICATIONS

10.1 Noticeboards

None

10.2 Website

None

10.3 Newsletter

None

10.4 Social Media

The Clerk was asked to add a new item to the next meeting 'Review how we optimise RPC's use of Social Media'

Action: Clerk

The Clerk was asked to invite the Communities Officer to attend the next meeting.

Action: Clerk

11. MATTERS TO REPORT

11.1 Cllr Maynard reported that the year to allow the damp walls at the Museum to dry was now up and wondered what the next step would be. The inner walls that were now bare brick, were very dusty and would need to be sealed.

The Clerk to liaise with the Facilities Officer and report back

Action: Clerk

11.2 Cllr Maynard reminded Cllrs that they had previously approved £150 to be spent on flowers for the Parish Centre garden. She was now progressing this and hoped to have some clematis installed before the Anglia in Bloom judges inspected the village on 12/7/2016.

Cllr Maynard to liaise directly with our Grounds Maintenance contractor and coordinate work.

Action: Clerk

11.3 Cllr Maynard reported that the Folk on the Common event had been a great success. Cllr Maynard felt that as a major contributor to the event, we could have had a banner advertising and also the grants.

The Clerk was asked to purchase a banner saying 'Redbourn Parish Council', with ground stakes. The banner could be used at, but not exclusively, any grant funded events, including the Fete du Velo.

Action: Clerk

11.4 The Clerk had been asked by Cllr Mitchell, in his absence, to remind Cllrs to complete the Post Office online consultation.

Action: Clerk

12. DATE OF NEXT MEETING

Tuesday 11^h July 2017, 10am, Conference Room, Parish Centre.

The meeting closed at 11:34am.

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