

## REDBOURN PARISH COUNCIL

Minutes of Management and Communication Committee held on Tuesday 11<sup>th</sup> July 2017, Conference Room, Redbourn Parish Centre.

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

**IN ATTENDANCE:** N Khanna (Clerk)

**1. APOLOGIES FOR ABSENCE**

Cllrs I Caldwell (Holiday)

**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 13<sup>th</sup> June 2017 are adopted as a true record of the meeting.***

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

None.

**6. MATTERS TO REPORT**

None

**7. FINANCE**

- 7.1** The Clerk summarised the latest Income and Expenditure Report dated 6<sup>th</sup> July 2017. The Clerk reported that the report reflected reconciled accounts to the end of April 2017. The Clerk also summarised the Balance Sheet dated 6<sup>th</sup> July 2017 showing the Reserves.

It was proposed by the Chair and resolved that:

***The Income and Expenditure Report and Balance Sheet reflecting reconciled accounts to the end of April 2017, both dated 6<sup>th</sup> July 2017, be received.***

The Clerk then reported that he intended to move some of the 2016-17 budget under spend to specific Ear Marked Reserves (EMR), as follows:

It was proposed by the Chair and resolved that:

***The Clerk's recommendations regarding moving the following 2016-17 budget underspends to specific Ear Marked Reserves be accepted and actioned:***

<b>4055 Legal</b>	<b>- £2806 to EMR365</b>
<b>4115 Neighbourhood Plan</b>	<b>- £2655 to EMR352</b>
<b>4116 Green Belt Defence</b>	<b>- £5,500 to EMR351</b>
<b>4200 Newsletter Production</b>	<b>- £3,477 to EMR367</b>
<b>4203 Noticeboards</b>	<b>- £996 to EMR368</b>

**Action:** Clerk

The Clerk was asked to clarify if monies for the parish store repairs had been accumulated over the last few years specifically in an EMR or under a generic budget.

**Action:** Clerk

## **8. PARISH CENTRE MANAGEMENT**

### **8.1a Parish Centre Usage**

The Clerk presented Cllrs with a budget to date report for Parish Centre usage to the 30<sup>th</sup> June 2017.

Cllrs discussed this and found the report useful. Cllrs again felt that the figures would suggest the building was paying for itself. The Clerk was asked for his thoughts on the figures, as the forecast would suggest we would significantly exceed the income budgeted for the year. The Clerk said that the first 3 months were healthy, but room hires fluctuated throughout the year and so all he could say at this point was that it felt like we were on target to meet the budget set.

The Clerk presented Cllrs with the detailed reports for April, May and June 2017, showing the breakdown of room hires. Cllrs discussed this and said that going forward, they would be happy to just receive the year to date figures to see progress against budget.

**Action:** Clerk

Cllrs then discussed the issue of some Council meetings having to take place in the office due to the Main Hall and Conference Room having been hired out. Cllrs felt that Council meetings should take preference and only be held in the office in exceptional circumstances. The Clerk was asked to ensure Council meetings were held in the Conference Room or Main hall wherever possible.

**Action:** Clerk

### **8.1b To review current Parish Centre room hire rates**

Following the discussions at 8.1a above, Cllrs felt there was no need to change the current room hire pricing structure.

Cllrs also commented that they were comfortable with the office staff using their best judgement and flexibility when dealing with hire requests.

### **8.1c To review the Parish Centre's role in generating income**

Following the discussions at 8.1a and 8.1b above, Cllrs felt confident that the Parish Centre was striking the right balance of breaking even and providing a facility for residents, whilst not generating a large income.

Cllrs thanked the office staff for their hard work and enthusiasm in running the Parish Centre and for making it a successful facility for the village.

## **9. PARISH COUNCIL MANAGEMENT**

### **9.1 To review the Terms of Reference of this Committee**

Cllr Mitchell suggested some changes to the Terms of Reference for the Management and Communications Committee.

It was proposed by the Chair and resolved that:

***The following changes were applied to the Terms of Reference for the Management and Communications Committee:***

- **Owned and Leased Buildings – Remove ‘Village Hall’ as RPC are only Custodian Trustees**
- **Owned and Leased Buildings – Replace ‘Museum’ with ‘Silk Mill House’**
- **Newsletter – Replace ‘quarterly’ with ‘regular’**

**Action:** Clerk

Cllrs recalled that Cllr Caldwell had previously kindly offered to document the relationship between RPC and the Village Hall. The Clerk was asked to contact Cllr Caldwell and ask for an update.

**Action:** Clerk

## **9.2 Staff / Appraisals / Hours**

The Clerk reported that the Deputy Clerk had passed her CiLCA qualification.

Cllrs discussed were very pleased to hear this and congratulated the Deputy Clerk on her achievement. Cllrs then discussed a pay award in recognition of this qualification.

It was proposed by the Chair and resolved that:

***Following the achievement of the CiLCA qualification, the Deputy Clerk should move one point up the salary scale to SCP26, in line with National Agreement guidance.***

**Action:** Clerk

The Clerk reported that he would like to attend an ‘Employment: Appraisals’ training course being held by HAPTC on 11<sup>th</sup> October 2017. Cllrs were supportive of him attending.

**Action:** Clerk

The Clerk reported that he needed to attend some physio sessions over the coming 6 weeks and would manage his hours using TOIL. Cllrs were supportive of him attending.

**Action:** Clerk

## **9.3 To receive an update on the Parish store repairs**

The Clerk summarised quotes from two builders obtained by the Facilities Officer. The Clerk reported that the Facilities Officer had found it hard to get a 3<sup>rd</sup> quote.

Cllrs discussed the two quotes which had been based on our surveyor’s specification and chose the lower of the two quotes.

It was proposed, seconded and resolved that:

***The quote of £19,705 +VAT be accepted for the repair of the Parish Store and actioned as soon as possible.***

**Action:** Clerk

**9.4 To consider solar panels for the Parish Centre**

This had been discussed previously and the Clerk had been asked to bring it back to this meeting for a decision. The Clerk reported that Cllr Caldwell, who had investigated the costs previously, now felt that the return on investment was too long and did not stack up.

Cllrs briefly discussed this and did not feel it was worth pursuing further.

**9.5 To receive quotes for important document scanning**

Following the discussion at the last meeting, both Cllr Gardner and the Clerk had obtained a much better understanding of the process and equipment required to do the scanning from the Facilities Officer. A key point was that the equipment the contractor would use would utilise Optical Character Recognition (OCR) that would make searching for documents much easier.

It was proposed and resolved that:

***The quote of a maximum £1708 +VAT be accepted and actioned for the scanning of RPC's historic and important documents to create electronic copies for resilience, ease of access and sharing capability, as soon as possible.***

**Action:** Clerk

**9.6 To receive an update on the museum damp repairs**

Cllr Mitchell reported that he had attended a museum meeting as the new RPC representative. The meeting raised the point that the damp repairs to the south gable wall were carried out a year ago and requested the damp be tested, as agreed, to see if the final phase of the repairs could be effected.

The Clerk reported that the Facilities Officer had received an estimate from the surveyor of £300-525 to test the damp and provide advice on the reinstatement of appropriate internal finishes.

It was proposed, seconded and resolved that:

***The surveyor be engaged to inspect the museum south gable wall and provide advice on the reinstatement of appropriate internal finishes, at a cost of £300-525.***

**Action:** Clerk

**9.7 To receive an update on PCSO funding**

The Clerk reported that he had received notification from Hertfordshire Constabulary that the cost of providing a PCSO in Redbourn had increased. Whilst this has been absorbed in their budget for 2017-18, they would be reviewing the level of charges for partner funded PCSOs in 2018-19.

**9.8 To approve the PCSO SLA agreement to 31<sup>st</sup> March 2018**

Cllrs felt this should go to Full Council, but this Committee would recommend we proceeded.

The Clerk was asked to add this to the Full Council agenda.

**Action:** Clerk

**9.9 To consider upgrading the antivirus software used on the office PC's**

The Clerk reported that our IT support contractor had suggested we consider upgrading to a paid anti-virus product. Eset was the product recommended and would cost £165 (purchase and installation) for all 4 office PC's, for 3 years.

Cllrs discussed this and were comfortable with the protection offered by the current free anti-virus and the Windows 10 updates. However, Cllrs were happy for the Clerk to proceed, if he felt it added value and protection.

It was proposed by the Chair and resolved that:

***The Clerk could install Eset anti-virus software on the 4 office PC's at a cost of £165 for a 3-year licence, if he felt it was necessary.***

The Clerk to further investigate and decide on whether to install Eset anti-virus.

**Action:** Clerk

**9.10 To consider a response to the 'Consultation to Inform Government Policy on Issues Relating to Local Government'**

The Clerk asked Cllrs if they wished to respond to this consultation and Cllr Mitchell offered to respond on behalf of RPC.

It was proposed by the Chair and resolved that:

***Cllr Mitchell should respond on behalf of RPC to the 'Consultation to Inform Government Policy on Issues Relating to Local Government'.***

Cllr Mitchell to respond on behalf of RPC to the 'Consultation to Inform Government Policy on Issues Relating to Local Government'.

**Action:** Cllr Mitchell

**10. COMMUNICATIONS**

**10.1 Noticeboards**

The Clerk reported that the noticeboard in Cumberland Garden had been opened, left open and the notices left in one stack.

**10.2 Website**

None

**10.3 Newsletter**

None

**10.4 Social Media**

None

**10.4a To review how RPC optimises its use of Social Media.**

Cllr Hickmott reported that he had been invited to attend an event locally where children gave presentations. One of the presentations was particularly good on the use of social media.

Cllr Hickmott offered to approach the organiser to see if they were available to do a workshop for Cllrs to help with ideas.

**Action:** Cllr Hickmott

**11. MATTERS TO REPORT**

**11.1** Cllr Gardner made Cllrs aware that there was a survey called 'Let's Talk' which was part of a 10-week consultation on the future funding of Nhs services locally and encouraged Cllrs to complete it.

**11.2** The Clerk was asked to add the delegation of powers for this Committee during the summer recess to the Full Council agenda.

**Action:** Clerk

**12. DATE OF NEXT MEETING**

Tuesday 12<sup>th</sup> September 2017, 10am, Conference Room, Parish Centre.

The meeting closed at 12:32pm.

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