

REDBOURN PARISH COUNCIL

Minutes of Management and Communication Committee held on Tuesday 12th SEPTEMBER 2017,
Conference Room, Redbourn Parish Centre.

PRESENT: Councillors I Hickmott (Vice Chair), D Mitchell and V Mead

IN ATTENDANCE: N Khanna (Clerk)

1. APOLOGIES FOR ABSENCE

Cllrs A Gardner (Chairman - Health), I Caldwell (Holiday), R Gray (Holiday) and M Maynard (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

None

4. MINUTES OF THE PREVIOUS MEETING

It was proposed by the Chair and resolved that:

The minutes of the meeting held on 11th July 2017 are adopted as a true record of the meeting.

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

7.1 The Clerk reported that there had not previously been an Earmarked Reserve specifically for the Parish Store repairs. Cllr Mitchell said that his recollection was that we had been quoted approx. £15,000 for the repairs some years ago and it had been agreed this would be put in the budget over 2 years, with the amounts being stored in an EMR.

It was proposed, seconded and resolved that:

The Clerk was asked to set up an Earmarked Reserve for the Parish Store and to transfer the previous year's accrued £7,500 into it from the General Reserve.

Action: Clerk

The Clerk was asked to clarify the situation around if/how monies in EMR's can be diverted to other projects if required.

Action: Clerk

6. MATTERS TO REPORT

6.1 To consider a request to hold the Redbourn Library AGM at the Parish Centre.

7. FINANCE

7.1 The Clerk summarised the latest Income and Expenditure Report dated 5th September 2017. The Clerk explained that the report reflected reconciled accounts to the end of July 2017.

It was proposed by the Chair and resolved that:

The Income and Expenditure Report and Balance Sheet reflecting reconciled accounts to the end of July 2017, dated 5th September 2017, be received.

The Clerk also summarised the Balance Sheet dated 5th September 2017 showing the Reserves.

8. PARISH CENTRE MANAGEMENT

8.1a Parish Centre Usage

The Clerk summarised the year to date report for Parish Centre usage to the 31st July 2017.

Cllrs discussed this and found the report useful and felt comfortable that we looked on target to reach the budgeted income for both the main hall and the conference room

8.1b To receive a request to use the Parish Centre for the annual Xmas tea party

The Clerk reported that a request had been received from HCC's Youth Connexions team to hold the annual Xmas tea party for elderly and isolated residents at the Parish Centre again. The event is held in conjunction with St Albans Youth Council and Redbourn Care Group. The request is to use the main hall and conference room on Sunday 10th December 2017 from 10am – 6:30pm, free of charge.

It was proposed by the Chair and resolved that:

The annual Xmas tea party for the elderly and isolated organised by HCC's Youth Connexions, can be held at the Parish Centre, free of charge. The event will use both the main hall and conference room on Sunday 10th December 2017 from 10am – 6:30pm.

8.1c To receive a request to use the Parish Centre for the Kitchen Front cookery classes

The Clerk reported that the Council had previously given the Kitchen Front a 2017-18 grant towards running cookery classes for recently retired or bereaved men. This was conditional on them sourcing the additional amount required to run the courses. They had now done this, but were still in need of £320 to cover hall hire costs and had asked if the Council would consider allowing them to use the Parish Centre free of charge.

This would effectively be another grant and would be against the Council's rules on giving more than one grant to the same organisation in the same financial year. Subsequently, the Clerk contacted Redbourn Care Group to see if they could offer financial support to cover the hall hire cost and was awaiting a response.

Cllrs said they would await the Care Group's decision before formally deciding on this request.

9. PARISH COUNCIL MANAGEMENT

9.1 Staff / Appraisals / Hours

None

9.2 To receive an update on the Parish store repairs

The Clerk reported that the Facilities Officer was progressing Party Wall agreements with the Parish Store neighbours – these need to be in place before the works can commence.

The Clerk reported that the surveyor's recommendation to use a slate effect, plastic tile had been picked up by one of the neighbours and SADC's Conservation team. The recommendation from the

Conservation team is that the materials used should be in keeping with the surrounding area and the neighbour had raised a concern about the appearance of plastic tiles. Cllrs discussed this and, as it was likely the Conservation team would refuse the plastic tiles being used in a conservation area, agreed to the additional £800 +VAT cost of repairing the roof in real slate. This is on top of the previously approved repair quote of £19,705 +VAT.

It was proposed by the Chair and resolved that:

The Parish Store repairs should be carried out using real slate tiles at an additional cost of £800 +VAT.

9.3 To receive an update on the museum damp repairs

The Clerk reported that the surveyor had checked the museum building recently and was happy the walls had dried out and were no longer damp. Cllr Mitchell, as the Museum representative on the Council reported that the Museum were also happy with the surveyor's report and would like to proceed with the recommended finishing repairs as soon as possible.

The Clerk stated that the next step was for the Facilities Officer to create a work specification that we could get quotes against. It is hoped the work can be carried out in November or December 2017.

Action: Facilities Officer

Cllr Mitchell said that the surveyors report had suggested the previous repairs where modern bricks and cement had been used, did not need to be replaced with traditional bricks and lime mortar.

The Clerk was asked to verify this and if it was purely for cosmetic reasons, Cllrs saw no need to change them, especially as the Museum were happy with their appearance and they would be lime washed anyway.

Action: Clerk

9.4 To receive quotes for important document scanning

The Clerk reported that the Facilities Officer was working through the documents to create the file tree that the scanned documents would be stored in, The Clerk reported that the Facilities Officer was particularly busy with other project work and deadlines and this was being fitted in around that as and when possible.

9.5 To receive an update on the Council's insurance cover

The Clerk reported that we had received the latest insurance cover invoice and that this was the third of a 3-year fixed price deal.

The Clerk also reported that whilst the asset register was reviewed regularly, it constantly evolved. There were some long held assets that for some reason had not been added previously and this was being corrected. In addition, replacement costs needed to be reviewed every 3 years or so and we would shortly be embarking on an exercise to ensure the values were up to date.

Action: Deputy Clerk

9.6 To receive the revised preferred supplier policy

The Clerk reported that this was still being modified and hoped to bring it to the next meeting.

Action: Clerk

10. COMMUNICATIONS

10.1 Noticeboards

None

10.2 Website

None

10.3 Newsletter

Cllr Mitchell said he hoped to prepare the next newsletter for release late November 2017 and would contact the Deputy Clerk shortly.

Action: Cllr Mitchell

10.4 Social Media

None

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

Cllr Hickmott reported that he hoped to create a working party to carry this forward, with the support of the organisers of the social media event he had attended recently. Cllr Hickmott said he intended to ask Cllr Finnigan and the Community Officer to join the working party.

Action: Cllr Hickmott

Cllr Mitchell said that he would like to be on the working party.

Cllr Hickmott said that he would draft some terms of reference for the working party that could be discussed at the next meeting. Broadly, it would cover how we use social media as well as understanding how the technology could be harnessed.

Action: Cllr Hickmott

11. MATTERS TO REPORT

11.1 The Clerk reported that a request had been received to hold the annual Redbourn Library AGM at the Parish Centre again, free of charge. The Clerk reported that he had approved the request as this was done last year. Cllrs were happy with this as the Library was now run by volunteers for the community.

12. DATE OF NEXT MEETING

Tuesday 10th October 2017, 10am, Conference Room, Parish Centre.

The meeting closed at 11:37pm.

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