

REDBOURN PARISH COUNCIL

Minutes of Management and Communication Committee held on Tuesday 9th JANUARY 2018,
Conference Room, Redbourn Parish Centre.

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

IN ATTENDANCE: N Khanna (Clerk)

1. APOLOGIES FOR ABSENCE

Cllrs A Gardner (Chair - Health) and R Gray (Family)

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 12th December 2017 are adopted
as a true record of the meeting.*

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

9.6 (14/11/2017) The Clerk reported that two scheduled visits by the waste company service provider agree the correct size of cart for the Parish Centre waste area, had not materialized. Ongoing.

Action: Clerk

6. MATTERS TO REPORT

1. Museum lease

7. FINANCE

7.1 To receive the latest Management and Communications finance reports

The Clerk summarised the latest Income and Expenditure Report dated 22nd December 2017. The Clerk explained that the report reflected reconciled accounts to the end of October 2017.

It was proposed by the Chair and resolved that:

*The Income and Expenditure Report, dated 22nd December 2017,
reflecting reconciled accounts to the end of October 2017, be
received.*

The Clerk then summarised the Balance Sheet dated 22nd December 2017 showing the Council's reserves.

8. PARISH CENTRE MANAGEMENT

8.1 Parish Centre Usage

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

It was proposed by the Chair and resolved that:

The Summary of Bookings report, year to 31st December 2017, be received.

9. PARISH COUNCIL MANAGEMENT

9.1 Staff / Appraisals / Hours

The Clerk stated that with the imminent enforcement of GDPR in May 2018, he had independently undertaken some specific training and now wished to start devoting time to delivering compliance.

The Clerk suggested the following, to help free up his time and to continue learning how the new regulations should be applied:

- The Deputy Clerk to begin clerking the Commons Committee
- The Clerk to take advantage of an offer to shadow a Data Protection Officer
- The Clerk be allowed to work from home occasionally
- Both the Clerk and Deputy Clerk to attend an SLCC training day on 31st January 2018, which included a talk on GDPR.

Cllrs felt, whilst recognizing the Clerk's particular interest in GDPR and enthusiasm to get started, we should await further advice from HAPTC, SLCC and NALC before devoting too much time to this.

Cllrs did not agree to the first 3 bullet points, but asked the Clerk to keep learning about GDPR and to keep them updated as and when advice was issued by the above bodies. Cllrs requested updates at Full Council and agreed any resourcing issues could be discussed at this Committee, in the first instance.

Action: Clerk

Cllr Mitchell said that as Chair, he would be concerned if the Clerk reduced the number of committees he clerked.

Cllrs were supportive of the Clerk and Deputy Clerk attending the SLCC training day on 31st January 2018.

It was proposed, seconded and resolved that:

The Clerk and Deputy Clerk should attend the SLCC Training day being held on the 31st January 2018 at a cost of £75 +VAT each.

9.2 To receive an update on the Parish store repairs

The Clerk provided the following update (4th Jan 2018) from the Facilities Officer:

Parish Store. *We gained access to the neighbouring property's loft to the left (facing), on 20th December and unfortunately as the builder suspected, there is a large timber beam that runs in an arc across the entire roofspace and therefore the block work suggested from the surveyor is not appropriate. The builders have written to the surveyor to ask him to approve a timber/plasterboard option, but he seems at this stage to be unwilling to be involved without further 'instruction'. The builders are in conversation and awaiting a response. The party wall document for the neighbouring property to the right (facing), should be received in the next 2 days.*

Cllrs discussed this and felt that if the surveyor did not respond, we should proceed with the builder's recommendations as the original specification was not appropriate.

It was proposed, seconded and resolved that:

The Clerk and Facilities Officer should have delegated responsibility to proceed with the works as soon as possible, based on the builder's recommendations.

9.3 To receive an update on the museum damp repairs

The Clerk provided the following update (4th Jan 2018) from the Facilities Officer:

Museum. Only one supplier quoted for the work of the 4 suppliers sent the specification. The quote received is **£10790.00 Ex VAT**. According to my records, the cost of surveying and building works before these next repairs has been **£12,273.81 Ex VAT**.

I recommend we go ahead with these repairs. We have paid a surveyor to advise on what repairs were feasible and we should not delay further because someone else has expressed a differing opinion. I do however agree that the flower bed at the front door could be dug out and a layer of shingle added instead, as per the rest of the path. The plinth should not be touched, though I have written to the surveyor to ask his opinion on the matter.

Cllrs discussed this and whilst being disappointed that the other suppliers contacted did not quote, recognised the single quote received did not seem unreasonable based on previous work carried out. Whilst being aware of a potential further damp issue, Cllrs felt they had to finish off the damp repairs already begun, to protect the building and to deal with the other issue as a separate project.

It was proposed, seconded and resolved that:

The planned damp remedial works should be carried out as soon as possible, at a cost of £10,790 +VAT. Cllrs recognized that the 4 other contractors contacted, had not come forward with quotes.

Following a discussion, Cllr Mead asked that Redbourn Museum be removed from her 'Declarations of Interest' as she was a member of the events committee, but not a trustee.

Action: Clerk

Cllrs agreed this was an appropriate time to discuss Cllr Mitchell's 'Matter to Report'. Cllr Mitchell reported that the Clerk had received the draft museum lease renewal from our solicitors and asked him to review it. Cllr Mitchell reported that it had been modernised and required a few minor changes, but included the same terms and ran for 15 years from the expiry of the previous lease. The lease clarified that the museum trustees were responsible for repairs, but Cllrs felt this excluded the damp problems, which were pre-existing. Cllr Mitchell has asked the Clerk to issue the draft lease to the museum trustees for them to review at their next meeting. The Clerk said he would bring back any feedback to this committee for consideration.

Action: Clerk

9.4 To receive an update on important/historical document scanning

The Clerk provided the following update (4th Jan 2018) from the Facilities Officer:

Historical Document Scanning: The suppliers work is complete, and the hard drive received. All files will be coming back to us today. I will need to check the files page by page to ensure we have had everything back and then check the corresponding hard drive. This will take up to 2 weeks to complete.

9.5 To review the Parish Centre's current waste disposal service

This was covered at Item 5 above.

10. COMMUNICATIONS

10.1 Noticeboards

Cllr Caldwell noted that at least one noticeboard was out of date. The Clerk explained that this was due to the holiday period and they would all be bought up to date this week.

10.2 Website

None

10.3 Newsletter

None

10.4 Social Media

Cllr Hickmott reported that the Working Party interviews within the Community to gauge feeling and get ideas around communication were ongoing.

11. MATTERS TO REPORT

11.1 Museum lease – this was covered at Item 9.3 above.

12. DATE OF NEXT MEETING

Tuesday 13th February 2018, 10am, Conference Room, Parish Centre.

The meeting closed at 11:42am.

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