

REDBOURN PARISH COUNCIL

Minutes of Management and Communication Committee held on Tuesday 13th MARCH 2018,
Conference Room, Redbourn Parish Centre.

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

IN ATTENDANCE: N Khanna (Clerk) and 2 x Residents (Item 8.1c and 9.3)

1. APOLOGIES FOR ABSENCE

Cllrs A Gardner (Chair - Health) 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

9.3 To receive a request from the Museum to instal the Red House portico in the grounds of the museum (Silk Mill House)

2 x representatives from Redbourn Museum addressed Cllrs with a request from the museum trustees for permission to proceed with a planning application to instal the portico of the Red House in the grounds of the museum (Silk Mill House). The actual works are estimated at approximately £10k and the trustees had already raised £5k.

Cllr Mead said it was commendable that 50% of the costs had already been raised and was supportive of the project.

Cllr Caldwell asked what provision was being made for ongoing maintenance. A museum representative expected this to be minimal as the portico was designed to be outside and should not need anything doing for 10+ years. The portico will be a freestanding structure, supported by brick piers.

It was proposed by the Chair and resolved that:

Redbourn Parish Council granted permission to the Redbourn Museum Trustees to proceed with a planning permission to instal the Red House portico in the grounds of Redbourn museum (Silk Mill House). This permission was granted on the basis that the installation would not, in anyway, restrict the Parish Council's future use of the building/land.

8.1c To receive a request from the Museum to put on a free WW1 exhibition on 11th November 2018 at the Parish Centre.

The two museum representatives then requested if the use of the Parish Centre main hall could be offered at no charge to hold the exhibition to commemorate the end of WW1 on 11th November 2018. The Clerk asked if the hall would be required the day before to set the exhibition up. Cllrs discussed this and were grateful to the museum for organizing the exhibition.

It was proposed, seconded and resolved that:

The main hall at the Parish Centre would be made available free of charge for the museum WW1 exhibition to commemorate the end of WW1 from 6pm 10th Nov 2018 – 6pm 11th Nov 2018.

The two representatives from the museum left the meeting.

4. MINUTES OF THE PREVIOUS MEETING

It was proposed by the Chair and resolved that:

The minutes of the meeting held on 13th February 2018 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 To receive the latest Management and Communications finance reports

The Clerk summarised the latest Income and Expenditure Report dated 8th March 2018. The Clerk explained that the report reflected reconciled accounts to the end of January 2018.

Cllrs queried the overspend on code 4245 Security and 4251 Lighting Testing. The Clerk was asked to provide more information.

Action: Clerk

It was proposed by the Chair and resolved that:

The Income and Expenditure Report, dated 8th March 2018, reflecting reconciled accounts to the end of January 2018, be received.

The Clerk then summarised the Balance Sheet dated 8th March 2018 showing the Council's reserves.

8. PARISH CENTRE MANAGEMENT

8.1a Parish Centre Usage

The Clerk summarised the year to date report for Parish Centre usage to the 28th February 2018.

It was proposed by the Chair and resolved that:

The Summary of Bookings report, year to 28th February 2018, be received.

8.1b To receive an update on the cleaning contract

The Clerk reported that the new cleaners had begun on a 3 month basis and that things were generally good, with some teething problems that were being worked through.

8.1c To receive a request from the Museum to put on a free WW1 exhibition on 11th November 2018 at the Parish Centre.

See 3. Public Participation above.

9. PARISH COUNCIL MANAGEMENT

9.1 Staff / Appraisals / Hours

The Clerk reported that he would be carrying out staff appraisals in the coming weeks and booking his in with Cllrs Mitchell and Gardner.

The Clerk reported that he was exploring the process/costs of carrying out a salary review for all staff to ensure that all staff were being paid appropriately for the jobs they did. Cllrs were supportive of this as they wanted staff to be paid fairly and appropriately.

9.2 To receive an update on the Parish store repairs

The Clerk reported that the repairs were underway and going well.

Cllrs were pleased to hear this and requested that the Facilities Officer to arrange an inspection of the works for Cllrs, once complete.

ACTION: Clerk

9.3 Museum portico installation request

See 3. Public Participation above.

9.4 To receive an update on preparations for GDPR compliance

The Clerk reported that LCPAS had completed day 1 of 2 scheduled to carry out the PIA (Personal Information Audit). The second day was scheduled for Friday 16th March 2018.

The Clerk reported that a GDPR support document had now been issued by NALC.

9.5 Parish Council office opening hours

The Clerk reported that unscheduled visitors and callers were still causing an issue regarding distracting staff from work. This was especially difficult when staff were on their own and working on projects and accounts, to deadlines. Whilst recognizing staff needed to be accessible to residents, the Clerk recommended reducing the opening hours, to strike a better balance.

Cllrs discussed this and were supportive, adding that appointments could still be made inside and outside the reduced 'walk in' hours.

It was proposed, seconded and resolved that:

***The Parish Council office hours should change to 10am-2pm Monday to Thursday and 10am-1pm Friday from the 1st May 2018.
Staff would still be available outside these hours by appointment and the emergency number would still be available during and outside these revised opening hours and weekends.***

Cllrs asked the Clerk to publish the new opening hours via the noticeboards, social media and Cllr Mitchell said that he would include it in the upcoming newsletter.

ACTION: Cllr Mitchell / Clerk

10. COMMUNICATIONS

10.1 Noticeboards

None

10.2 Website

None

10.3 Newsletter

Cllr Mitchell reported that he would be working on the spring 2018 Newsletter shortly and the copy deadline was 9th April 2018. Distribution of the newsletter is scheduled for 1st week of May 2018, just prior to the Annual Parish Meeting.

10.4 Social Media

Cllr Hickmott reported that he had met with the Community Officer to review the interview feedback received from key community contacts. Cllr Hickmott said he hoped to present the feedback at April Full Council.

11. MATTERS TO REPORT

None

12. DATE OF NEXT MEETING

Tuesday 10th April 2018, 10am, Conference Room, Parish Centre.

The meeting closed at 11:44am.

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