

REDBOURN PARISH COUNCIL

Minutes of Management and Communication Committee held on Tuesday 12th June 2018, Conference Room, Redbourn Parish Centre.

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

IN ATTENDANCE: N Khanna (Clerk), C Kenny (D Clerk), Cllr O'Donovan

ELECTION OF COMMITTEE 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.

REVIEW TERMS OF REFERENCE

This item was moved back to accommodate member of Public

1. APOLOGIES FOR ABSENCE

Cllrs V Mead (Personal) and 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

A representative from Hertswise (St Albans District Locality Worker) addressed the meeting, explaining what Hertswise do within the community to support those affected by Dementia in Hertfordshire. They offer support, guidance and advice to sufferers and carers along with group or one-to-one support. Within the NHS, they are a prevention point before the situation reaches crisis.

Unfortunately, their budget this year does not provide money for facilities and they are looking to the Parish Council to allow them use of the Conference Room in order that they can run a support group for residents in Redbourn. The representative informed the meeting that they had identified about 12 residents within Redbourn that would benefit from this. The group would run for a 10-week block, once a week, for one and half hours and would include activities to promote physical wellbeing and a forum to talk to other carers.

MM suggested that they contact Redbourn Care Group as they will know of other people that may benefit from this initiative. DM also suggested contacting the local charity Music for My Mind.

Cllrs discussed the merits of this initiative and said that they would recommend to Full Council to allow a 10 week trial block booking to be run in the Conference Room at no charge, at a convenient time.

ACTION: Add this item to the next Full Council Meeting

CLERK

9. Parish Council Management

9.2 Recruitment of a new Clerk

This item was brought forward.

Following receipt of the Clerk's letter of resignation which has been accepted by Cllr Mitchell as the Chair of the Council, the Clerk has sought advice from our HR consultant and HAPTC to clarify the process required to recruit a replacement Clerk/RFO. The advice given is that best practice would be to advertise the job vacancy externally and internally – the suggestion was to place a job advert in the Herts Advertiser for a week as well as displaying in the Notice Boards. This was the Clerk's recommendation to Councillors.

Councillors noted these recommendations and discussed this advice and felt the Parish Council should advertise internally and externally through Notice boards and the website

It was agreed that the deadline date for applications will be 29th June 2018 with a view to interviews being held on 2nd July 2018 with the Chair of the Council, Vice Chair of the Council and Chair of Management & Communications Committee making up the interview panel.

It was proposed, seconded and resolved that:

The vacancy for the role of Clerk/RFO as per the current job specification and terms and conditions, to be advertised internally and externally on notice boards and Parish Council website. Deadline to receive applications will be 29th June 2018 with interview being conducted by Chair of the Council, Vice Chair of Council and Chair of Management & Communications on 2nd July 2018.

ACTION: Clerk to place Advert in Notice boards and on the Parish Council website

CLERK

The Clerk offered Cllrs the option to do a handover for 1 day a week for a period to be decided which will give good support to the new clerk particularly with the RFO roles and responsibilities.

The Clerk suggested that he focus on the internal and external audit work, accounts and GDPR compliance documents whilst he worked his notice period and that the Deputy Clerk cover the other Clerk duties. Councillors were supportive of him stepping away from his other daily duties in order that this may happen and for the Deputy Clerk to provide cover for other tasks.

The Clerk informed the meeting that although his terms and conditions state that he has a 3 month notice period, he would like to be released earlier. Cllr Gardner stated that the Council should have a flexible approach to this but that whilst he is Clerk, this work should be given priority.

It was proposed, seconded and resolved:

The decision around recruitment of the new Clerk and release of the current Clerk can be taken by the interview panel

Cllr O'Donovan left the meeting at 10.45am

REVIEW OF TERMS OF REFERENCE

The meeting reviewed the Terms of Reference for this Committee and the following amendments were agreed:

- ‘Conference facilities’ to change to ‘ **marketing of conference room and main hall**’
Power to provide and encourage the use of facilities **and set hire charges**
Local Government Act 1972 s144 **and s142**
- Remove all information relevant to ‘**Owned and Leased Buildings (excluding the Parish Centre)**’
- Remove all information relevant to ‘**Markets**’
- Amend ‘Newsletter’ to read ‘To compile, edit, print and distribute a **bi-annual** newsletter’
- Add ‘**Website and other social media**’

It was proposed, seconded and resolved that:

Amendments to the Terms of Reference for Management and Communications Committee be amended as per those shown in bold above.

4. MINUTES OF THE PREVIOUS MEETING

It was proposed by the Chair and resolved that:

The minutes of the meeting held on 8th May 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

Youth Council – Cllr Mitchell
Redbourn Museum – Clerk
Classics on Common - Clerk

7. FINANCE

7.1 To receive the latest Management and Communications finance reports

April’s finances are currently being worked on alongside the internal audit. The Clerk assured the meeting that all the accounts will be up to date by his leave date.

8. PARISH CENTRE MANAGEMENT

8.1a Parish Centre Usage

On reviewing the different categories, the meeting felt that a separate category should be created for ‘Community’ as currently putting non chargeable community activities under the same heading as Council meetings or non-profit distorts the figures.

ACTION: DC to create new category of ‘Community’

It was proposed by the Chair and resolved that:

The Summary of Bookings report from 01/04/18 to 31/06/18 be received.

9. PARISH COUNCIL MANAGEMENT

9.1 This item was moved to the beginning of the meeting

9.2 Staff pay awards for 2018-19

Nothing to report

9.3 To receive an update on preparations for GDPR compliance

Clerk reported that IT work had been carried out as per the recommendations by LCPAS as part of RPC's GDPR audit. Data that we store has been moved onto NAS RAID device which means data is stored separately and adds another layer of security. Moving forward the plan is to password protect certain folders/documents and upgrade Facilities Officers' computer to Windows 10.

The new data protection law states that Parish Councils do not need a Data Protection Officer, but the advice is not clear so the situation will be monitored and reviewed in six months.

9.4 To receive an update from the Working Party reviewing the Council's LC2 profile

Cllr Gardner reported that the working party could not find any evidence to suggest that we make changes to our LC2 profile. They will review as and when is required.

It was proposed by the Chair and resolved that:

The recommendations made by the Working Party reviewing the Council's LC2 profile be forwarded to Full Council.

10. COMMUNICATIONS

10.1 Noticeboards

None

10.2 Website

It was agreed that the website needed reviewing to ensure the information was up to date. Cllr Hickmott said at the next Communicating with the Community working party meeting they would review the content of the website and decide if this could be updated by either office staff or an outside expert.

10.3 Newsletter

None

10.4 Social Media

The Communicating with the Community working party will meet on 3rd July and this will be the first meeting with all new members. The interviews conducted at the beginning of the year will be reviewed along with the topics the group is to cover as proposed by the original group. This will then give the terms of reference for this working party.

11. MATTERS TO REPORT

11.1 Cllr Mitchell informed the meeting that we had received an email from a young resident enquiring about the Youth Council. The meeting agreed that RPC should welcome and encourage the re-forming of a Youth Council.

ACTION: DC to forward contact details of Harpenden Youth Council and Youth Connexions to Cllr Gardner and Cllr Gardner will respond to the email.

11.2 The Clerk referred to the Facilities Officers' request for clarification as to how we move forward with major works at the Museum and suggested that we commission a full building report so that RPC would know exactly what work was required and budget accordingly.

This was discussed and Cllrs felt that whilst the meeting didn't agree to commissioning a full report, the budget amount for Museum repairs should increase annually to ensure there is monies for repairs as and when they occur.

ACTION: Clerk to add to next Management & Communications agenda 'how we discuss /communicate with the Museum regarding works required'.

The Clerk asked the meeting if they wished to have a stand at Classics on Common and it was agreed that RPC would have a stand.

Cllr Gardner expressed her thanks to the Clerk for his support to her as Chair of this Committee.

12. DATE OF NEXT MEETING

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

The meeting closed at 11.58am.

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