

REDBOURN PARISH COUNCIL

Minutes of Management and Communication Committee held on Tuesday 11th September 2018, Main Hall, Redbourn Parish Centre.

PRESENT: Councillors A Gardner (Chair), V Mead, I Caldwell, Roger Gray and M Maynard

IN ATTENDANCE: C Kenny (Clerk),

1. APOLOGIES FOR ABSENCE

Cllrs D Mitchell (family)

Cllrs I Hickmott (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 10th July 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

Pop-Up shops in High Street

Training Course

7. FINANCE

7.1 To receive the latest Management and Communications finance reports

The Clerk presented the latest finance reports and highlighted that there was an accrual under Audit Fees (code 4050).

It was proposed by the chair and resolved that:

The Income and Expenditure Report, dated 5th September 2018, reflecting reconciled accounts to the end of June 2018

8. PARISH CENTRE MANAGEMENT

8.1a Parish Centre Usage

The Clerk presented the Parish Centre usage report up to 31st August 2018 and highlighted the Community section as this is the first report showing the new category.

It was proposed by the Chair and resolved that:

The Summary of Bookings report from 01/04/18 to 31/08/18 be received.

8.1b To receive feedback on recent hirer and decide if further action is required.

The Clerk explained circumstances of a recent hire where a member of staff had been in the building on her own and made to feel vulnerable during the hire. Cllrs discussed lone working and the current policy that is in place along with what action could be taken if this situation arose again. It was felt that staff should be mindful of the current security arrangements and ensure that they follow the procedures for answering the main door and letting people in.

ACTION: Clerk to investigate the possibility of using our current keyholding company as a back up to attend a situation should it become necessary.

8.1c To review Reception IT equipment

The Clerk informed the meeting that that the three computers currently in the Foyer of the building are no longer used and need software updates/upgrades. The Clerk requested that we remove them from this area.

It was proposed, seconded and resolved that:

The computer equipment in the Reception area of the Parish Centre be removed and the area used as an information display area.

ACTION: Clerk to source a charity to donate computers to.

8.1d To review the need for private car park signage for the Centre

The subject of signage had been discussed in 2017 however, private individuals parking in the car park has continued to be a problem. This was discussed with various options being tabled but it was agreed to move the current sign fixed to the retaining wall of the bin enclosure be moved and installed in the garden at the car park entrance.

If the problem persisted, investigate the possibility of installing a chain across the entrance.

ACTION: Clerk to arrange for sign to be moved to the front entrance of the car park

9. PARISH COUNCIL MANAGEMENT

9.1 Office/staff/appraisals

The Clerk informed the meeting that both the Clerk and the Finance Officer had signed their contracts of employment. The Finance Officer is entitled to 8 days holiday from 1st April 2018 – 13th July 2018 at the time he was the Clerk and has taken 2 of those days, leaving 6 days. However, as he will only be working one day a week until October it is not feasible to take these days.

It was proposed by the Chair and resolved that:

RPC pay the Finance Officer for the 6 days remaining holiday entitlement at the end of his current contract.

The Clerk requested that she and the Facilities Officer arrange further training on the GIS system so that more than one member of staff can use the system.

It was proposed, seconded and resolved that:

The Clerk and Facilities Officer complete GIS training at a cost of £500.00

ACTION: Clerk to organise a demonstration of GIS mapping to Councillors once training complete

9.2 Recruitment of a new Deputy Clerk

The Clerk talked through the job description and person specification for a Deputy Clerk along with an additional job specification for clarity of what tasks were involved in the day to day job function.

It was agreed to add the following 'experience and understanding of financial procedures and processes' to the Person Specification.

It was agreed to amend the job description as follows:

Point 16 to read 'To assist in the achievement of any quality standards the Council may decide and once obtained, to ensure that this status is maintained.'

Point 19 to read 'To manage the Parish Council website in conjunction with the Management and Communications Committee ensuring that it is always up to date.'

It was proposed b the Chair and resolved that:

An advert would be placed in notice boards, RPC facebook page and website along with village website. Clerk to contact HAPTC to ask them to advertise. The deadline date for all applications to be Friday, 26th October 2018. If no relevant or suitable applicants were received, The Clerk can look at advertising in Herts Advertiser.

Cllr Gardner commented that so far there had been a seamless handover from the previous Clerk and the new Clerk for which she was grateful and thanked the Clerk for this.

10. COMMUNICATIONS

10.1 Noticeboards

None

10.2 Website

None

10.3 Newsletter

The next edition of the newsletter was due to be published in November.

10.4 Social Media

ACTION: The Clerk was asked to add this to November's meeting agenda for a review of social media.

11 To discuss the strategy regarding expenditure on Silk Mill Property

As the Facilities Officer was unable to attend the meeting, this item will be added to the next meeting's agenda.

ACTION: Clerk to add to next meeting's agenda

11. MATTERS TO REPORT

Pop up shops – The High Street working party had asked for a letter they had composed be approved by Council but as it was not on this agenda, it will be put on Full Council agenda.

The Clerk informed the meeting that she was attending an Election Training Course on 12th September 2018.

12. DATE OF NEXT MEETING

Tuesday, 9th October 2018, 10am, Conference Room, Parish Centre.

The meeting closed at 11.15am.

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