

REDBOURN PARISH COUNCIL

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

PRESENT: Councillors A Gardner (Chair), I Caldwell, I Hickmott and M Maynard

IN ATTENDANCE: C Kenny (Clerk),

1. APOLOGIES FOR ABSENCE

Cllrs D Mitchell (family), R Gray (family) and V Mead (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

11 To discuss the strategy regarding expenditure on Silk Mill Property

This item was brought forward as the Facilities Officer joined the meeting on her day off.

The Facilities Officer addressed the meeting about the approach the Council want to take with regards expenditure and maintenance of the Museum. She would like Councillors to consider approaching the building holistically and proactively, by addressing potential repairs to the whole building, understanding the works which may need to be conducted in the next 10-20 years and addressing them in one building job. As opposed to reacting to requests by the trustees, to address individual pieces of work on the building every few years.

Currently, another large internal wall has developed damp and Trustees would like this repaired which, because of the nature of where the wall is, would be more expensive. Cllr Maynard stated that there is no proper guttering fitted.

The Facilities Officer advised that the Council should complete a full survey to give a full picture of the state of repair of the building. Building work identified should then be carried out all at the same time.

Cllr Hickmott commented that a lot of people have invested time, energy and money into the Museum and suggested that a working party be set up with the brief to report back to the Councillors the options available for the future of the Museum.

Cllr Gardner suggested that we should research all the facts of what is required which could be the basis of discussions for a working party.

It was proposed by the Chair and resolved that:

The Facilities Officer will obtain a full listed building structural survey for Silk Mill up to the value of £3,000.00 and to arrange for a valuation of the land.

ACTION: FO to arrange 2 x land valuations and 3 x estimate for full listed building structural survey

There appeared to be confusion as to the meaning of the lease wording.

ACTION: The Clerk to consult RPC solicitor for interpretation and clarification of clause 21.1 and 21.2 of the Museum lease

4. MINUTES OF THE PREVIOUS MEETING

It was proposed by the Chair and resolved that:

The minutes of the meeting held on 11th September 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

Cyber Security

7. FINANCE

7.1 To receive the latest Management and Communications finance reports

It was proposed by the chair and resolved that:

The Income and Expenditure Report, dated 4th October 2018, reflecting reconciled accounts to the end of August 2018

8. PARISH CENTRE MANAGEMENT

8.1a Parish Centre Usage

The Clerk presented the Parish Centre usage report up to 30th September 2018

It was proposed by the Chair and resolved that:

The Summary of Bookings report from 01/04/18 to 30/09/18 be received.

8.1b To receive insurance renewal quotations and agree which insurer to renew with.

The Clerk presented a summary comparison of the insurance renewal quotes provided by 3 insurers. Councillors discussed the brokers, Came & Co, recommendations.

It was proposed by the Chair and resolved that:

To renew RPC's insurance provision with Inspire on a 3-year long term contract at a cost of £3,414.76 as recommended by Came & Co

ACTION: The Clerk to contact Came & Co to instruct Inspire to make necessary arrangements to renew.

9. PARISH COUNCIL MANAGEMENT

9.1 Office/staff/appraisals

The Clerk informed the meeting that the Facilities Officer has changed her hours so that she now works one day of 4 hours and two days of 3 hours each.

9.2 Update of recruitment of a new Deputy Clerk

The Clerk reported that 4 recruitment packs had been sent out.

10.40am – Cllr Gardner left the meeting and Cllr Hickmott took over as Chair

10. COMMUNICATIONS

10.1 Noticeboards

The Clerk informed the meeting that 2 new byelaw sign posts were to be replaced as the originals are rotten.

ACTION: Place an article in the newsletter drawing people’s attention to the byelaws.

10.2 Website

Cllr Caldwell noted that the website was up to date.

10.3 Newsletter

The next edition of the newsletter was due to be published in November however, Cllr Mitchell has informed the Clerk that he was not able to produce this edition. After discussion, it was felt that an edited edition of Redbourn News should be produced to ensure continuity in communication.

ACTION: The Clerk, along with Office staff, will produce an edited version of the Autumn edition of Redbourn News.

10.4 Social Media

Office staff are due to meet to discuss and identify how they want to use social media along with ways they want to improve communications with residents.

ACTION: Clerk to contact HATPC to see how other Parish Councils use social media.

11 To discuss the strategy regarding expenditure on Silk Mill Property

Item moved forward

12. MATTERS TO REPORT

Cyber Security – Cllr Caldwell asked the meeting if the hall could be made available free of charge, to run a cyber workshop for residents.

ACTION: The Clerk to add to next Full Council agenda.

13. DATE OF NEXT MEETING

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

The meeting closed at 11.05am.

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