

REDBOURN PARISH COUNCIL

Minutes of Management and Communication Committee held on Tuesday 12th February 2019,
Conference Room, Redbourn Parish Centre.

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

IN ATTENDANCE: C Kenny (Clerk)

1. APOLOGIES FOR ABSENCE

Cllrs 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

4. MINUTES OF THE PREVIOUS MEETING

It was proposed by the Chair and resolved that:

*The minutes of the meeting held on 11th December 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

Cllr Hickmott - Elections

7. FINANCE

7.1 To receive the latest Management and Communications finance reports

There were no reports to receive as they had been adopted at December's Full Council meeting.

7.2 To receive a recommendation to use Rialtas Business Solutions to complete the year end closedown

The Clerk explained that we have used RBS in previous years to complete the year end closedown of the accounts and felt that we should use them again this year.

It was proposed by the chair and resolved that:

The Clerk instruct RBS to complete the year end closedown for 2018-19

8. PARISH CENTRE MANAGEMENT

8.1 To receive reports on usage of the Parish Centre and hirer feedback

The Clerk presented the Parish Centre usage report up to 31st January 2019

It was proposed by the Chair and resolved that:

***The Summary of Bookings report from 1st November – 31st January
2019 be received.***

The Clerk shared some positive feedback from a private hirer where they had expressed their appreciation for all the help they had been given for a recent event held in the hall.

9. PARISH COUNCIL MANAGEMENT

9.1 Office/staff/appraisals

The Clerk reported that the photocopier lease had been renegotiated and a new copier has been delivered. The new contract is over 5 years and we will save approx. £50.00 per quarter.

Appraisals for office staff will be completed by the end of February in order to have any pay increases approved in time for April 2019 payroll.

At the Community Officer's appraisal and because the NHP work has come to a halt, the Clerk and CO worked through the job description for the Community Officer role and identified areas and tasks that the role will include. It was agreed that the CO should coordinate the website and social media content and work to developing a communications strategy which provides regular and consistent messages from RPC.

Along with this, the CO will produce the newsletter for end of May/early June distribution and see if it is a sustainable solution rather than outsourcing the production of the newsletter.

The Clerk explained that due to covering both the Deputy Clerk and Clerk's role since July 2018 until January 2019, she had only taken limited holidays and subsequently had 13 days to take between now and 31st March 2019. It is RPC's policy to only allow 5 days holiday to be carried over.

It was proposed by the Chair and resolved that:

**Due to the exceptional circumstances, the Clerk be paid for 12 days
of her 2018/19 holiday entitlement**

ACTION: Clerk to arrange with payroll provider for 12 days holiday to be paid to the Clerk

The Clerk reported that she will be meeting with the Electoral Service Manager from SADC in March to talk through the electoral process for the upcoming Parish Council elections in May.

10. COMMUNICATIONS

10.1 Noticeboards

Nothing to report

10.2 Website

Cllrs discussed the report prepared by CO regarding website content, although the Clerk explained that it was still work in progress. The view of Councillors was that they agreed with the content and that the website needed refreshing and updating.

The meeting noted that if we were to move to another web service provider, we needed to be mindful that our current provider also provides/supports the email addresses for the Parish Council. If we were to move provider, they would have to be prepared to take over the email structure.

Cllr Mitchell suggested that he and the CO meet so that he can explain how the email system is structured.

ACTION: CO to continue developing the structure and to research a new web provider. DM and CO to arrange to meet.

10.3 Newsletter

The CO will produce the next newsletter. It was suggested that the office purchase Publisher software and a pdf. Converter to help with producing the newsletter.

ACTION: Office staff to purchase Publisher and pdf. converter

10.4 Social Media

Office staff continue to make more 'noise' on RPC facebook page. We are publishing events happening within the District and County, eg, Library internet day etc.

Cllr Mitchell asked the question of how we deal with messages on facebook where the Parish Council are mentioned, particularly where it may be misinformation. This was discussed and the consensus was that we need to be careful not to get too involved in the threads.

ACTION: Review of Standing Orders at the next Annual Meeting of the Council to reflect the changes in social media. Any messages going out to residents should go through the CO.

ACTION: Clerk/CO to draft a social media policy and discuss at the next meeting.

11 MUSEUM

11.1 To receive and agree a recommendation for a procurement process for Museum Trustees

The Clerk explained that although there is a fully repairing lease in place, both her and the Facilities Officer felt it prudent for the Museum to inform and make the Parish Council aware of any planned repairs/maintenance work. This would apply to repairs costing £1,000.00 and above. As it is a Council asset, the Council should be aware of any changes to ensure that the building is being maintained in accordance with building regulations and other necessary processes.

It was proposed by the Chair and resolved that:

Subject to amending 'works' to repairs/maintenance' the procurement procedure for Trustees of Redbourn Museum was adopted.

11.2 To review the Museum's 5-year plan and make comment

The Trustees of the Museum have produced a 5-year plan and wish the Council to make comments as appropriate. Cllr Mitchell queried item 1.4.2 (6) and 1.4.5 (6.1) where it is stated that 'Parish Council have given permission for the Trustees to go ahead in principle'. Councillor's acknowledged that there had been informal discussions regarding extending the Museum in which the Council had given support in principle, but no permission had been granted.

ACTION: Clerk to write to Museum Trustees to seek clarification on this item and to inform them of the Council's position in this matter.

ACTION: Cllrs to read through the document further and in more detail with a view to emailing the Clerk any comments by 20th February 2019.

11.3 To receive an update on building surveyor

The Clerk explained to Cllrs that the FO is struggling to find and engage a specialist listed building surveyor that are prepared to investigate in the roof space. We do have a quote, but it is more than the £3K agreed previously by this committee. We are awaiting another quote but believe this too will be more than agreed £3K.

Cllr Maynard questioned the reasoning behind spending £3K on a surveyor. Cllr Gardner explained that moving forward, RPC need to know what the ongoing costs of maintaining the Museum are so that we can understand the financial implications. The intention is to be supportive of the Museum.

It was proposed by the Chair and resolved that:

Delegated power be given to Clerk, Chair and Vice Chair of Management & Communications to agree a cost in order that the process is not delayed further.

12. MATTERS TO REPORT

Election process – Cllr Hickmott asked if there were any details of the election process. The Clerk will let people know the process after her meeting with the Electoral Services Manager on 4th March.

13. DATE OF NEXT MEETING

Tuesday, 12th March 2019, 10am, Conference Room, Parish Centre.

The meeting closed at 11.17am

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