

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE  
MEETING HELD ON TUESDAY 12<sup>TH</sup> APRIL 2016

**PRESENT:** Cllr. Goodchild (in the Chair), Cllrs. Bunyan, Clifford, Holmes, Swann and Veitch.

**APOLOGIES:** Cllr. Rook

**Declaration of Interests, Dispensations, Predetermination or Lobbying:**

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

**95/15:** Internal finance check:

Cllr. Swann confirmed that he had carried out the internal check of the accounts for March and everything was in order. The Clerk asked Members if we could register to download statements with Lloyds as we currently do for the HSBC accounts. Bank staff had confirmed it was possible to register for this service without having the option to complete any transactions. Members agreed this was acceptable.

**96/15:** Authorisation of payments made after the March meeting:

A list of payments made after the March meeting, is filed with these minutes.

**97/15:** Cheques for payment:

Cheques for April were signed for payment as per the list filed with these minutes. It was proposed by Cllr. Goodchild seconded by Cllr. Bunyan and agreed to authorise payment of the cheques as presented.

These included:

Policy and Resources	7,838.75
Burial and Properties	1,569.97
Environmental Management	<u>23,798.29</u>
Total	£33,207.01

**98/15:** Grant Applications:

A request had been received for funding for a Queen's Birthday Picnic to be held on the Jubilee Field in June from a community group in Sissinghurst. The event would be open to the whole parish and would include music and dance entertainment. Cllr. Swann proposed that £100 be awarded, this was seconded by Cllr. Goodchild and agreed. The Clerk confirmed that she was submitting a grant application to TWBC for a further £380 for the event. The remainder would be raised from residents, village organisations and businesses.

An application had been received from Cranbrook in Bloom for a grant of £2,400 for the purchase of seeds, planting of troughs etc. in the town. Members felt that their excellent work should be supported. Cllr. Holmes proposed the grant be awarded, this was seconded by Cllr. Bunyan and agreed.

The Clerk confirmed that we had received notification from NALC that the Section 137 expenditure limit for 2016/2017 was £7.42 per elector.

**99/15: Promotion of Parish Council:**

Cllr. Clifford referred to the report he had prepared on the 'Challenge of Promoting the Parish Council'. He felt that we were the 'world's best kept secret' and that we needed to be more effective in telling people what we do. This meant setting out a strategy, speaking to editors letting them know we were keen to provide copy for consideration, if we did this continually it would draw us to their attention. We need to take opportunities to promote ourselves which in turn improves the reputation of the Council, many people enjoy the services we provide without the knowledge of knowing who is providing it. Cllr. Clifford felt that the provision of the two defibrillators was a good example of something we have provided that many people are not aware of. Cllr. Holmes stated that after a parishioner had raised concerns of availability of the machines in their current location, his Committee would be considering purchasing another machine in a location accessible 24/7. He was aware that the two machines already purchased would need replacement batteries and proposed that they be purchased as and when necessary, this was seconded by Cllr. Goodchild and agreed. The Clerk reported that Sara Crouch of Welcome Stores in The High Street had recently been appointed as a Community First Responder.

Members were impressed with Cllr. Clifford's report and felt it important to move forward with some of the suggestions within. The Clerk tabled an excellent document she had received from NALC, a communication toolkit for local councils. It contained a great deal of excellent ideas and information. She also confirmed that new councillor Nancy Warne had expressed a willingness to help. Cllr. Veitch felt this was the ideal opportunity for her to do so and that we would benefit from a fresh set of eyes. Cllr. Clifford proposed that he and Cllr. Holmes form a small working group, extending an invitation to Cllr. Warne to join them, this was seconded by Cllr. Veitch and agreed. Members agreed that our current Press and Media Policy should be adhered to, which states the Chairman of the Council in consultation with the Clerk is the authorised contact when responding to approaches from the media. However this does not prevent the Chairman delegating the authorised contact role to Chairmen of other committees if the enquiry relates to the work of that committee. At all times consideration should be given as to how the correspondence may affect the reputation of the Council. Cllr. Clifford offered to use his extensive experience to assist the Chairman in preparing press releases which was gratefully accepted by Members.

**100/15: Items for Information:**

Cllr. Bunyan reminded all Committee Chairman that they are required to write a report for the Annual Parish Meeting and that the Clerk requires a copy, in advance.

Cllr. Bunyan informed Members that CCAAC are holding an awards ceremony at 7.30pm on 25<sup>th</sup> May and she been tasked to invite the Chairman and Clerk of the Parish Council.

Cllr. Bunyan was aware of an assault on a woman jogging, which had happened close to the Wilsley Pound Roundabout and had taken place at 12.30pm on Saturday 9<sup>th</sup> April, it had been reported to Kent Police.

Cllr. Holmes reported that as a trustee of St. Georges V Field, he had recently attended their A.G.M. at which the current Secretary and Treasurer had stood down. He was delighted to inform Members that John Bancroft had been approached and had accepted the nomination.

Cllr. Holmes was pleased to report that he had spoken to Helen Musgrave, who had kindly offered to judge the allotment competition again this year.

Cllr. Holmes reported that the Assessment Report commissioned by the Hop Pickers Line Heritage Group had now been published, a Public Deposit copy was being held in the Library and in the Parish Office.