

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE  
MEETING HELD ON TUESDAY 7<sup>TH</sup> JUNE 2016

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

APOLOGIES: Cllrs. Clifford and 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.

**1/16: Internal finance check:**

Cllr. Swann confirmed that he had carried out the internal check of the accounts for April and May and everything was in order. Members discussed the Internal Audit Report received from Kent County Council. The report identified that the petty cash float was not being maintained to the amount agreed in the Financial Regulations, Members agreed that rather than amend the regulations the float would now be maintained at £250 as stated in the regulations. It was also suggested that a signature column to sign out petty cash should be introduced in the petty cash register. Members agreed that in order to address the Auditor's concern regarding showing overtime payments separate from the basic salaries, that a copy of the form submitted to the payroll provider to cover additional payments should be attached to a copy of the monthly salary report for endorsement by this Committee. Cllr. Holmes proposed that an item entitled 'Staffing' be added to the agenda on a regular basis so endorsements of overtime can be minuted to satisfy the Auditor and any overtime worked could be more closely monitored, this was seconded by Cllr. Goodchild and agreed.

Cllr. Swann tabled the 2016 – 2018 National Salary Awards as agreed by The National Joint Council for Local Government Services (NJC) and proposed adoption, this was seconded by Cllr. Goodchild and agreed.

**2/16: Authorisation of payments made after the May meeting:**

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

**3/16: Cheques for payment:**

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

These included:

Policy and Resources	£6,228.87
Burial and Properties	£1,614.45
Environmental Management	£6,168.07
General Funding	<u>£ 380.00</u>

Total            £14,391.39

**4/16: Grant Applications:**

An application had been received from Sissinghurst Speedwatch Group requesting £1,085 to cover 50% of the cost of a new speed indication device. The remaining 50% would be funded via a grant from Kent Local Transport Plan. A full discussion followed on the existing equipment and current Speedwatch sessions undertaken. Concerns were raised regarding resourcing sufficient trained volunteers to cover extra sessions and ongoing costs of maintenance and servicing. Cllr. Goodchild proposed, seconded by Cllr. Swann and agreed by Members that with regret that the application could not be supported, however they wished the group continued success in combatting speeding through the village.

**5/16: Promotion of Parish Council:**

Cllr. Holmes reported that there had now been three very productive meetings and Cllr. Clifford was in the process of putting together a report to present to the Committee.

Cllr. Veitch informed the Committee that Sarah Ward - reporter for the Kent & Sussex Courier has recently taken up our invitation to visit Cranbrook. She thanked Cllr. Clifford for escorting Sarah around the Parish and for arranging her travel arrangements.

Cllr. Veitch, welcomed the increasing interest by the Community in the work of the Parish Council, however, she expressed some concern over the amount of staff time it was taking to respond to requests for financial information.

**6/16: Items for Information:**

Cllr. Bunyan stated that she had approached Cllr. Kemp with a request to structure a regular schedule for the Neighbourhood Development Plan meetings to which he had agreed.

Cllr. Holmes tabled the new leaflet produced by the Cranbrook Tourism Group which was in the process of being delivered to various locations including the local holiday letting businesses and Tourist Information Centres in the area.