

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING  
HELD ON TUESDAY 6<sup>TH</sup> JUNE 2017

PRESENT: Cllr. Goodchild (in the Chair), Cllrs. Bunyan, Clifford, Fletcher, and Warne.

APOLOGIES: Cllrs. Fairweather, Swann and Veitch.

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.

**1/17: Election of Vice-Chairman:**

Cllr. Goodchild proposed Cllr. Swann as Vice Chairman of this Committee, seconded by Cllr. Bunyan and agreed.

**2/17: Internal Finance Check:**

Cllr. Swann had confirmed to the Clerk that the internal finance check had been completed and everything was in order.

**3/17: Authorisation of payments made after the May meeting:**

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

**4/17: Cheques presented 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. Warne and agreed to authorise payment of the cheques as presented.

These included:

Policy and Resources	£14,412.87
Burial and Properties	£ 2,297.66
Environmental Management	<u>£ 5,847.30</u>
Total	£22,557.83

**5/17: Posting of draft Minutes on website:**

A complaint had been received that Minutes were taking too long to be posted on the website. A change in the current format of Minutes was discussed and agreed.

It was proposed by Cllr. Goodchild, seconded by Cllr. Warne and agreed that Minutes in draft form could be posted on the website as soon as possible for a trial period.

**6/17: Recording of Parish Council meetings review:**

It was confirmed that the recordings are archived on the Parish computer which is backed up daily onto a separate hard drive. It was agreed that there are insufficient technical resources to upload them onto the website at present. Cllr. Clifford proposed that the recording of Minutes as a clerk's aid continue, seconded by Cllr. Fletcher and agreed.

**7/17: Staffing:**

The Clerks confirmed that they complete timesheets which are filed and available to all Councillors to view.

**8/17: Contracts:**

a) Cllr. Clifford reported that it had come to light that the current Parish Warden's contract was no longer fit for purpose and needed to be reviewed. It was agreed that Cllrs. Goodchild and Clifford along with the Clerk would liaise with the Parish Warden to resolve this. It was proposed by Cllr. Fletcher, seconded by Cllr. Bunyan and agreed to delegate the responsibility of producing a draft contract to Cllrs. Goodchild and Clifford to bring before this committee for approval.

b) Cllr. Clifford tabled the contracts produced by Ian Davison for Coffee Shop Media and the Advertising Sales Commission Agreement for Parish Cake. It was proposed by Cllr. Clifford, seconded by Cllr. Warne and agreed to approve the contracts as tabled. Cllr. Clifford advised that the Parish Council must make a decision whether it will continue to be produced, by March 2018.

**9/17: Grant applications:**

An application had been received from Cranbrook Primary School PTA requesting £300 to assist with the cost of providing water stations, trophies and race numbers for their 5K and 10K races to be held on July 16<sup>th</sup>. It was proposed by Cllr. Warne, seconded by Cllr. Bunyan and agreed to award the amount requested, subject to clarification that monies raised from the event go to Cranbrook Primary School.

**10/17: Promotion of Parish Council:**

Cllr. Clifford reported that all copy to date had been approved by the Chairman. Distribution was on schedule for the first week of July. In excess of £4,000 has been raised in advertising revenue to date, commendable for a first publication. He asked the Committee to consider redirecting funds earmarked for the original Parish Magazine to Parish Cake if a small shortfall in the launch publication costs became evident. It was proposed by Cllr. Goodchild, seconded by Cllr. Fletcher and agreed to redirect funds if necessary.

The Deputy Clerk reported the figures obtained by our website provider from Google Analytics on visits to our website.

The Deputy Clerk reported that obtaining the necessary permissions required to install a defibrillator on the external library wall were ongoing. KCC were in the process of granting us a letter licence subject to certain conditions being met. One condition would be to use a KCC approved contractor for the installation. The Clerks would obtain a quote for this to be undertaken. It was proposed by Cllr. Goodchild, seconded by Cllr. Clifford and agreed to purchase replacement pads and a set of spare pads for the Parish owned defibrillators. Cllr. Clifford had recently learnt that Sissinghurst Tennis Club and the Cricket Club had obtained their own defibrillators.

**11/17: Items for information:**

None were raised.