MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE
MEETING HELD ON TUESDAY 10TH MAY 2016

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

APOLOGIES: Cllr. Swann

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.

101/15: Internal finance check:
Cllr. Goodchild informed Members that Cllr. Swann would complete the internal check on his return. `The Clerks had completed their month end reports and confirmed that all the figures balanced, Cllr. Swann had completed a check on the Year End figures and had confirmed that everything was satisfactory.

102/15: Annual Governance Statement:
The Chairman proposed that the Annual Governance Statement for the Annual Return as read out by the Clerk, be approved. This was seconded by Cllr. Veitch and agreed by Members.

103/15: Accounting Statements/Year End Figures
The Chairman proposed that the Accounting Statement for the Annual Return as read out by the Clerk, be approved, this was seconded by Cllr. Rook and agreed by Members.
Cllr. Goodchild tabled the end of year accounts for the year 2015 - 2016 and proposed that they be agreed as a true record. This was seconded by Cllr. Veitch and agreed by all Members.

104/15: Authorisation of payments made after the April meeting:
A list of payments made after the April meeting, is filed with these minutes.

105/15: Cheques for payment:
Cheques for May were signed for payment as per the list filed with these minutes. It was proposed by Cllr. Goodchild seconded by Cllr. Clifford and agreed to authorise payment of the cheques as presented.

These included:

Policy and Resources	35,329.84
Burial and Properties	4,872.85
Environmental Management	363.70
Total	£40,566.39

In response to Cllr. Holmes, Cllr. Veitch reported that the Hedley's costs related to our Solicitors response to the demand for a parish poll, she confirmed that the costs were unrecoverable.

106/15: Grant Applications:
The Clerk confirmed that no applications had been received.

107/15: Review of Procedures:
Cllr. Goodchild brought forward the review of financial and audit procedures, risk assessments, and policies of Cranbrook & Sissinghurst Parish Council for year 2016/2017. The Clerk confirmed that the policies and procedures as listed below need to be reviewed annually as part of our audit:
Community Engagement – Statement of Intent
Equal Opportunities Policy
Grievance Policy
Disciplinary Procedure
Training – Statement of Intent
Risk Assessment Schedule
Health & Safety Policy
Grant Awarding Policy
Complaints Procedure
Model Publication Scheme
Record Keeping & Archives
Child Protection Policy
Press and Media Policy
Financial Regulations
Standing Orders

The policies and procedures had been reviewed in depth recently as part of our Quality Status application and are available to view on our website. Members agreed that all our current policies and procedures were still relevant and current and that our banking arrangements were acceptable. In response to Cllr. Holmes the Clerk confirmed that our current insurance contract runs until 2018 and this has been reflected in the cost of the premium.

108/15: Promotion of Parish Council:
The Clerk informed Members that she had received advice from TWBC regarding a fraud risk they had been made aware of in relation to the use of parish councillors personal email addresses for contact purposes. They have removed all personal email addresses from the Parish Council pages of their website. In the light of the above advice Members agreed that all councillor email addresses should also be removed from our website. The Clerks agreed to investigate with our website designer how a system of generic emails could be generated.

Cllr. Clifford reported that he had met with Cllrs. Holmes and Warne recently to discuss Promotion of the Parish Council. After lengthy discussions they had agreed to each bring ten bullet point ideas to their next meeting on the 18th May which they would like to develop further. They would then complete a draft report to bring to this Committee for review.

Cllr. Clifford stated that all media and press releases regarding Council led projects should go through the Chair and the Office to ensure it was in accordance with our strategies and that non-members of the council should not be involved in giving media responses on behalf of the Parish Council. He was concerned that although this was our current policy that it was not being currently adhered to. It was proposed by Cllr. Goodchild, seconded by Cllr. Clifford and agreed by all Members that Cllr. Veitch and the Clerk meet with the newer councillors to explain our media policy in depth.

109/15: Rugby Club Update:
The Clerk tabled the plans for the new clubhouse which is on schedule for a 2017 build. The plans are available in the office for interested Members. The Rugby Club had requested consent to site 'buy boxes' next to their current building in order to generate extra income. Although Members agreed the boxes were not particularly aesthetically pleasing that was not in itself a good enough reason to refuse thus it was proposed by Cllr. Bunyan, seconded by Cllr. Goodchild to give approval for a trial period of twelve months subject to the club obtaining any necessary permissions.

110/15: Items for Information:
No items were raised.