

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING
HELD ON TUESDAY 9TH MAY 2017

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

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.

103/16: Internal Finance Check:

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

104/16: Year End Figures/ Earmarked Funds:

Cllr. Goodchild tabled the end of year accounts for the year 2016 - 2017 and proposed that they be accepted as a true record. This was seconded by Cllr. Veitch and agreed by all Members. Copies of cash balances and details of earmarked funds as of 31/03/2017 are attached to these Minutes.

105/16: Annual Governance Statement/Accounting Statements 2016-2017

The Clerk read out the Annual Governance Statement and the figures from the Accounting Statements 2016/2017. Members agreed we complied with the Statement and the figures were correct. The Clerk advised that the Annual Return stipulated that the Annual Governance Statement and Accounting Statements 2016/2017 needed approval by Members at a Full Council meeting. It was agreed that all Members would receive a copy of the Annual Return so they were in receipt of all the information necessary to approve the statements.

106/16: Authorisation of payments made after the April meeting:

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

107/16: 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. Holmes and agreed to authorise payment of the cheques as presented.

These included:

Policy and Resources	£9,735.08
Burial and Properties	£ 661.79
Environmental Management	<u>£ 870.67</u>
Total	£11,267.54

Cllr. Holmes referred to an uncashed cheque for a grant application. The Clerks agreed to chase this up with the relevant organisation. A query was raised in regard to the invoice for the litter clearing contract. It was agreed that Cllrs. Swann and Veitch would create an inventory to check that we are paying the correct amount for the bins being emptied.

108/16: Review of Procedures/Policies & Banking Arrangements:

Cllr. Goodchild brought forward the review of financial and audit procedures, risk assessments, and procedures and policies of Cranbrook & Sissinghurst Parish Council for year 2017/2018.

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
Sickness Absence Policy
Freedom of Information
Data Protection Policy

The policies and procedures were reviewed with some minor amendments suggested for the Community Engagement - Statement of Intent, a revised copy as agreed is filed with these minutes. Members agreed that all the remaining current policies and procedures were still relevant and that our banking arrangements were acceptable.

109/16: Review of Committees:

A discussion took place regarding the continuation of the Economic and Community Committee. Cllr. Holmes informed Members that he would not be seeking nomination to chair this Committee for the forthcoming year. He was confident that much of the work undertaken by this Committee could be out sourced with our support to other organisations such as the Tourism Group. He intended to remain as a representative on the Tourism Group and would report regularly to the Council. It was proposed by Cllr. Veitch, seconded by Cllr. Clifford and agreed that the Economic and Community Committee be put in abeyance until further notice.

110/16: Insurance Renewal:

Cllr. Holmes advised that we were in the last year of a three year agreement. We had been sent a renewal schedule costing £9,584.49. He suggested that next year we should undertake a marketing exercise to ensure we are getting best value. Cllr. Swann proposed that subject to a breakdown of the premium and clarification that sums assured are adequate that we continue with our current provider, this was seconded by Cllr. Bunyan and agreed. It was delegated to Cllrs. Veitch and Holmes to obtain satisfactory answers to these points. It was also agreed that payment of the invoice could be paid prior to the next meeting as our current insurance expires 31st May.

111/16: Staffing:

No issues were raised.

112/16: Telephone System Quote.

A quote for a replacement telephone system had been obtained. We had been advised that our current system was no longer fit for purpose. The quotes received were for a refurbished analogue system at a cost of £993.00 or a new digital system at £1399.00. Cllr. Swann proposed that the quote for the digital system be accepted, this was seconded by Cllr. Bunyan and agreed.

113/16: Grant Applications:

The Clerk confirmed that no applications had been received.

114/16: Promotion of Parish Council:

We had received a request from 'Cranbrook Goes Nuts in May' for permission to hold a chainsaw event in the Crane Valley. It was proposed by Cllr. Swann, seconded by Cllr. Veitch and agreed to grant permission subject to receipt from the demonstrator of a satisfactory risk assessment and a copy of their public liability insurance.

Cllr. Holmes was pleased to announce that Buss Murton Solicitors had agreed to sponsor the new parish magazine Parish Cake. The sponsorship deal would be reviewed after twelve months. Cllr. Clifford commended Cllr. Holmes achievement in securing the sponsorship. Draft contracts had been drawn up for Coffee Shop Media, the Commission Sales Agreement and the advertising sales documentation. These had been initially sent to the Management Consultant to ensure we were not creating potential employment obligations or responsibilities. It was proposed by Cllr. Clifford, seconded by Cllr. Holmes and agreed that the contracts be sent to Surrey Hills Solicitors for approval of content.

Cllr. Clifford reported that the defibrillator in Sissinghurst had been installed on the outside of St. Georges Institute and was now available to parishioners 24/7. The Clerks agreed to create signage advertising its location. They informed Members that a suitable location for the Cranbrook defibrillator had been identified as being on the outside wall of the KCC library in Carriers Road, we were in discussions with them regarding installation. Cllr. Swann suggested that we ask the Community First responders in Cranbrook to carry out any necessary functionality checks on our existing defibrillators.

115/16: Items for Information:

Cllr. Veitch commented on how few councillors had attended the Armed Forces Service on 7th May in St. Dunstan's Church.

Cllr. Goodchild was extremely pleased to report that following its recent Ofsted inspection Cranbrook Primary School had been judged to be a 'Good' school, with its Early Years provision retaining its 'Outstanding' judgement.