

2nd June 2023

Councillors: I Caldwell (V Chair), D Mitchell, S Vegro, V Mead, D Bigham and C O'Donovan you are hereby summoned to attend a meeting of the **Management & Communications Committee** on **Friday, 9th June 2023** at **11.00am**. This meeting will be held in the Parish Centre. If a member of public would like to attend, please notify the Clerk in advance on 01582 794832 or clerk@redbourn-pc.gov.uk



Chris Kenny
Clerk to the Council

AGENDA

- **ELECTION OF CHAIR**

- **ELECTION OF VICE CHAIR**

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

2. **DECLARATION OF INTEREST**

Members are reminded to make any declarations of disclosable pecuniary and/or personal interests that they may have in relation to items on the Agenda. You should declare at this part of the meeting or when it becomes apparent your interest by stating:

- A. the item you have the interest in
- B. whether it is a disclosable pecuniary interest and the nature of the interest, where upon you will not participate in the discussion or vote on that matter, unless dispensation has been requested and granted
- C. whether it is a personal interest and the nature of the interest

Members are also reminded of their obligation to report any amendment to their Register of Interests to the Clerk as soon as it becomes apparent.

Declarations:

Cllr Caldwell – Nickey Line (CM) Redbourn Village Online, Active in Redbourn (M)

Cllr Mead – Youth Club (CM), Active in Redbourn (M) Redbourn in Bloom (CM) Museum (T)

Cllr Mitchell - District Councillor, Redbourn Community Group (M)

Cllr Vegro - Active in Redbourn (CM) U3A (T)

Cllr Bigham - Redbourn Community Group (M)

3. PUBLIC PARTICIPATION

4. MINUTES OF PREVIOUS MEETING

To approve the record of the previous meeting held on 10th March 2023

5. ACTIONS ARISING FROM THE PREVIOUS MINUTES NOT ON THE AGENDA

6. MATTERS TO REPORT

Members are invited to notify the Chairman of matters for report which they wish to be discussed at the end of the meeting. In so doing, the Member(s)/Officer(s) concerned must state the special circumstances which they consider justifies the matter being raised as a matter of urgency. The Chairman will decide whether the item(s) raised shall be considered under Matters for Report.

7. FINANCE

7.1 To receive the latest Management and Communications finance reports.

8. PARISH CENTRE MANAGEMENT

8.1 Update on hirers

8.2 To consider quotation for additional functionality on the projectors

8.3 To consider RiB having use of meeting room in Parish Centre, free of charge

9. PARISH COUNCIL MANAGEMENT

1. To receive Officer reports

2. Staffing matters

- To review and update Community Officer job description with a view to changing job title to reflect current duties.
- To consider extending the Community Officer's hours for a further 6 month period in order to deliver the Communications Strategy.

10. YOUTH CLUB FUNDS

To discuss setting up a task and finish group tasked with looking at the best use of youth club surplus funds, to include terms of reference

11. MATTERS TO REPORT

For discussion only

12. DATE OF THE NEXT MEETING

Friday 14th July 2023, at 11am, Parish Centre