

REDBOURN PARISH COUNCIL

Minutes of Management and Communication Committee held on Tuesday 9th February 2021, 10am as a remote meeting as per The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

PRESENT: Councillors D Fenton (Chair), I Caldwell (V Chair), D Mitchell, R Gray, M Maynard, S Vegro, V Mead and C O'Donovan

IN ATTENDANCE: C Kenny (Clerk)

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

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

Cllr Maynard – Redbourn Museum (Trustee)

Cllr Mead – Redbourn Youth Club (CM), Redbourn in Bloom (M), District Councillor, Active in Redbourn (M)

Cllr Mitchell –District Councillor

Cllr Vegro – Active in Redbourn (CM)

3. PUBLIC PARTICIPATION

None

4. MINUTES OF THE PREVIOUS MEETING

It was proposed by the Chair and resolved that,

The minutes of the meeting held on 12th January 2021 are adopted as a true record of the meeting.

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

9.1 Cllr Mead reported that she had been in contact with SADC regarding the possibility of using their card printing facilities and had been referred to another department. She will chase up and let the FO have all the relevant details.

6. MATTERS TO REPORT

Youth Council – Cllr Mitchell

Website/Social media – Cllr Fenton

7. FINANCE

7.1 To receive the latest Management and Communications finance reports

The Clerk presented the latest income and expenditure report for this committee. Items highlighted were:

410 4283 – this was showing as an overspend as the additional defib cabinet to be fitted at the village hall had been purchased. This money will be reclaimed from the resident who had committed to purchasing it.

440 4252 – this included the cost of the new hand sanitizers which had to be installed to ensure the Parish Centre was Covid-secure. The contractor has invoiced us incorrectly and we are expecting a refund.

The budget for Management & Communications is currently running at 80.8% of budget.

It was proposed by the Chair and resolved that:

***The Income and Expenditure Report, dated 4th February 2021, reflecting
Accounts to the end of January 2021 be received***

8. PARISH CENTRE MANAGEMENT

8.1 Update for the Parish Centre

The Clerk reported that St John's Ambulance continue to run training courses and a 5 day hire has been booked for a pet care company, this being an exempt company who continue to work.

Laptop donations continue to be made although the rate is slowing down. The resident is set up in the Main hall to repair/refurbish and then distribute. He has now teamed up with the charity Computer Friendly who will help in the work and distribution. The initiative has proved very successful and has helped the school community.

The Clerk reported that the PCSO is now based in Redbourn full time for the foreseeable future. This is due to the amount of staff in the Harpenden Office and so the Police are trying to reduce this to make it covid safe.

Cllr Mitchell asked if SADC had hired the hall for the upcoming elections, The Clerk confirmed that they had and was awaiting further information/instructions as to how this would work.

10.20am Cllr Gray joined the meeting

9. PARISH COUNCIL MANAGEMENT

9.1 Officer Reports

Cllrs noted the Officer reports. The Clerk had a query, under the FO report, regarding the war memorial and it was advised that this should be directed to the Commons Committee.

Cllr Caldwell wanted it noted that he had been impressed with the work that the FO was doing particularly in relation to the Panhandle initiative. Following on from the Leisure Centre meeting, an idea to incorporate youth activities had been discussed. That being the case, this initiative will be put on hold.

9.2 **Holiday/toil reports**

Cllrs noted the holiday and toil situation for all Officers.

It was proposed by the Chair and resolved that:

Officers to carry over the remaining holiday entitlement as per the report in the pack.

It was noted that staff should be encouraged to take all their holiday entitlement during the year.

The amount of toil built up was discussed and it was suggested is this because the contracted hours of part time staff is insufficient for the workload. The Clerk explained that the amount was higher due to a particular job and that this will managed more efficiently next time,

9.3 **To confirm dates for Annual meetings – Parish and Council**

At the last meeting, it was agreed to hold these meetings via Zoom. The dates are now confirmed as:

- Tuesday, 11th May – Annual Meeting of the Parish
- Monday, 17th May – Annual Meeting of the Council
- Thursday, 20th May – Full Council

ACTION: The Clerk to liaise with the Chairs to talk through structure of the meetings

10 **COMMUNICATIONS**

10.1 **To update on Wikipedia entry**

Cllr Vegro requested that this be moved to the next meeting

ACTION: Clerk to add to the next agenda

10.2 **To outline the format of the photography competition**

Following discussions with the Community Officer, Cllr Mead and Maynard, the format of the The draft format for the Photography competition is:

- Launch will be in February half term
- Competition will finish in May so that the winner can be announced at the Annual meeting and then in the Newsletter
- Categories will include lockdown, seasons, Climate change, pets/wildlife, monochrome
- One category to be judged via social media

ACTION: Final action plan to be circulated to the committee

11 **MATTERS TO REPORT**

Website and social media – The Community Officer will prepare a usage report for the website and Facebook page and this will be added to the next meeting. The Clerk informed the meeting that an Instagram account has been set up.

Youth Council – There had been one response to the call out for young people to form a youth council. Cllr Mitchell suggested that we ask this person if they would like to become the Youth Representative on the Parish Council.

ACTION: Cllr Mitchell to contact this person with this suggestion.

12 DATE OF NEXT MEETING

Tuesday, 9th March 2021, remote meeting via Zoom.

The meeting closed at 11,14am

Signed..... *Date*.....