

**REDBOURN PARISH COUNCIL**

**Minutes of Management and Communication Committee held on Tuesday 9<sup>th</sup> March 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, S Vegro,

**IN ATTENDANCE:** C Kenny (Clerk)

**1. APOLOGIES FOR ABSENCE**

Cllrs Maynard (health,) V Mead (health), C O'Donovan (personal)

**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, Redbourn Care Group (C)

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 9<sup>th</sup> February 2021 are adopted as a true record of the meeting.*

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

Item 5 – SADC were not able to help in this matter, so FO will pursue another supplier to print the access cards.

**6. MATTERS TO REPORT**

Cllr Swendell

**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.

It was proposed by the Chair and resolved that:

***The Income and Expenditure Report, dated 4<sup>th</sup> March 2021, reflecting Accounts to the end of February 2021 be received***

## 8. PARISH CENTRE MANAGEMENT

### 8.1 Implications of the Government Covid roadmap on:

- Management of Council
- Hirers

The Clerk referred Cllrs to the report in the pack explaining the Government roadmap for relaxing covid restrictions. The roadmap sets out a timeline for when activities can begin. This should mean hirers can start to return as below:

Step 1 8 <sup>th</sup> – 29 <sup>th</sup> March	Step 2 – 12 <sup>th</sup> April	Step 3 – 17 <sup>th</sup> May	Step 4 – 21 <sup>st</sup> June
St John's Ambulance	St Albans Dance Academy – children	Pilates	Children's parties
Diabetes training	Karate – children	Yoga	
Butcher's Petcare		Art Classes	

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 implemented last year, will finish on 7<sup>th</sup> May 2021. Therefore, this will mean all official council business cannot be conducted via Zoom and will have to be held in the Parish Council meeting room. There will be some meetings that can be held via Zoom, ie. SADALC meetings, Highways meetings.

**ACTION:** Clerk to seek clarification as to whether the regulations will be extended.

The Clerk reported that the fencing behind the Parish Centre had been knocked down and needed repairing. The cost of repair will be approximately £400.00

It was proposed by the Chair and resolved that:

***The Clerk to instruct J H Pidgeon to carry out repairs to the fencing behind the Parish Centre at a cost of no more than £400.00***

## 9. PARISH COUNCIL MANAGEMENT

### 9.1 Officer Reports

Cllrs noted the Officer reports.

**ACTION:** Clerk to write to Cllr White as portfolio holder for parking asking what progress had been made in terms of the changing the parking restrictions at Village hall car park and Hawkes Drive car park.

Cllr Vegro praised the CO for her work on the successful launch of the photography competition.

**9.2 To consider increasing Community Officer contractual hours**

Cllrs discussed the proposal to increase the Community Officer's contractual hours from 10 hours per week to 15 hours per week. The Clerk explained that the role had evolved over the last 2 years and that it had become clear that she could not complete all the projects and tasks required of her within 10 hours per week. As a result, the Community officer is accruing toil.

It was proposed by the Chair and resolved that

***The Community Officer to increase her contractual hours to 15 hours per week from 1<sup>st</sup> April. The extra cost of £4,512 would be taken from general reserves.***

**ACTION:** Clerk to amend CO contract accordingly and notify payroll provider.

**10 COMMUNICATIONS**

**10.1 To receive an update on Wikipedia entry**

Cllr Vegro presented a draft copy of his ideas for the Wikipedia entry and wanted Cllrs feedback on this and if they were happy with the style and tone of the article. If there were any changes/amendment to the detail of the content, please contact Cllr Vegro direct.

**ACTION:** Cllr Caldwell to send Cllr Vegro the Wikipedia style guide.

**ACTION:** Cllr Vegro to complete and present final version

**10.2 Newsletter**

The Community Officer has started work on the next edition of the newsletter and the date for final copy is 16<sup>th</sup> April 2021. It is intended that it will be delivered last week of May.

**10.3 To consider a request for prize money for photography competition**

Cllr Vegro requested a sum of money that could be used for the winners of each categories; the idea is to present vouchers to the winners.

***The amount of £200 will be given as prize money for photography competition winners***

**ACTION:** Clerk to arrange for money to be paid. It will be coded to 410 4085 (chair's discretionary budget)

**10.4 To receive a report on social media and website engagement**

Cllrs consider a report prepared by CO on the performance of RPC digital communications. The report provided information on statistics for usage of the website and social media covering RPC and Neighbourhood Plan Facebook pages, RAGE and Redbourn Climate Action Facebook groups and the new instagram account.

Cllrs felt that the number of views was positive and certainly moving in the right direction and that the profile of the Council was increasing. Cllrs Thanked the Community Officer for the report.

**ACTION:** Review in 6 months.

**11 MATTERS TO REPORT**

The Clerk reported that the Cllr Swendell's funeral would take place on 29<sup>th</sup> March and asked if Cllrs felt it appropriate to fly the flag at half-mast on this day. If the family decide to ask for donations to a charity, RPC should make a donation as he was a prominent member of Redbourn Parish Council.

**ACTION:** Clerk to fly flag half mast on 29<sup>th</sup> March.

**12 DATE OF NEXT MEETING**

Tuesday, 13<sup>th</sup> April 2021, remote meeting via Zoom.

The meeting closed at 11.35am

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