

**REDBOURN PARISH COUNCIL**

**Minutes of Management and Communication Committee held on Tuesday 12<sup>th</sup> October 2021, 1.30pm in the Council Officer, following covid-regulations**

**PRESENT:** Councillors S Vegro (Chair), V Mead (V Chair), I Caldwell and D Mitchell

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

**1. APOLOGIES FOR ABSENCE**

Cllrs Maynard and O'Donovan

**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, Community Care Group (M)

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

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

Cllr Mead asked for a progress report on items 8.2, 9.2, 10.1 and 11 – there was no further update.

**6. MATTERS TO REPORT**

None

**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 noted that the insurance premium had risen from the original quote as the play area asset value was too low so in giving the correct value it increased the premium by £300.00

It was proposed by the Chair and resolved that:

***The Income and Expenditure Report, dated 10<sup>th</sup> October 2021, reflecting Accounts to the end of August 2021 be received***

## **8. PARISH CENTRE MANAGEMENT**

### **8.1 Update on hirers**

Hire income had significantly increased in September which Cllrs were pleased to note. Income for hall hire is 71.7% of budget at month 6.

It was proposed by the Chair and resolved that:

***The hirer report for September 2021 be received and noted.***

### **8.2 To consider the review of hirer rates at the Parish Centre**

Cllrs considered comparative rates made with other similar venues and the differing rates were discussed. It was noted the many variances and seemingly complicated rates that some halls worked to. Cllrs liked the simplicity of RPC rate structure and felt hirers appreciated this too.

It was proposed by the Chair and resolved that:

***Rates for hiring the Parish Centre would remain the same for 2021-22***

**ACTION:** Review rates in October 2022

## **9. PARISH COUNCIL MANAGEMENT**

### **9.1 Officer Reports**

The Clerk presented the Officer reports and explained that the this time of year is very busy for Officers and there is little extra capacity in their workload. Officers are busy organizing the firework display, Remembrance Day, Community Christmas Tree decorating, Calendar and the newsletter.

### **9.2 To receive an update on the Calendar**

The calendar will go to the printers in the next week, with all photos from the photography competition being included. 275 calendars will be printed at a cost of £475.00. It is hope that the Community Group will sell at the Christmas Market. We have also approached the School and St Mary's Church to help sell some.

### **9.3 To consider a change of time for M&C meetings**

Cllr Vegro asked the members if they would consider changing the timings for the M&C meeting as his

personal circumstances have changed and means that Tuesday's during the day is no longer as convenient. It was suggested that the second Friday of each month at 10am may be an acceptable change.

**ACTION:** Clerk to confirm with those members that were absent that this new day and time are convenient for them.

## **10 COMMUNICATIONS**

### **10.1 To receive an update on the Communications Strategy**

The Clerk, Community Officer and Cllr Smith met with Breakthrough Communications with a view to understand the process for the Communication Strategy. During discussions, it became clear that the Council's objectives need to be revisited as they were originally compiled in 2013 and so may not still be relevant. Cllr Smith has agreed to lead on this project and will be setting up a workshop for all Cllrs where objectives will be discussed and set. The Communications Strategy will therefore not be completed in January but more likely end of February.

**ACTION:** Clerk to set up a workshop

## **11 MATTERS TO REPORT**

None

## **12 DATE OF NEXT MEETING**

To be confirmed, Parish Centre, Conference Room

The meeting closed at 14.37pm

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