

REDBOURN PARISH COUNCIL

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8th April 2021

Councillors D Fenton, I Caldwell, M Maynard, R Gray, D Mitchell, C O'Donovan, S Vegro and V Mead, you are hereby summoned to attend a meeting of the **Management & Communications Committee** on **Tuesday, 13th April 2021 at 10.00am**. This meeting will be held remotely 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. If you wish to attend, please contact the Clerk on 01582 794832 or 07436 549584.

Chris Kenny
Clerk to the Council

AGENDA

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 (CM)
- Cllr Maynard** – Redbourn Museum (CM)
- Cllr Mead** – Redbourn Youth Club (CM), District Councillor, Active in Redbourn (M)
- Cllr Mitchell** - District Councillor
- Cllr Vegro** - Active in Redbourn (CM)

3. PUBLIC PARTICIPATION

4. MINUTES OF PREVIOUS MEETING

To approve the record of the previous meeting scheduled 9th March 2021

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

1. To receive the latest Management and Communications finance reports.

8. PARISH CENTRE MANAGEMENT

- Update on hirers
- To consider a pay review for Officers

9. PARISH COUNCIL MANAGEMENT

1. Officer reports

10. COMMUNICATIONS

1. To receive an update on Wikipedia entry
2. To receive an update on photography competition progress

11. MATTERS TO REPORT

For discussion only

12. DATE OF THE NEXT MEETING

Tuesday 11th May 2021, 10am, via Zoom

REDBOURN PARISH COUNCIL

Minutes of Management and Communication Committee held on Tuesday 9th 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 9th 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 4th 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 8th – 29th March	Step 2 – 12th April	Step 3 – 17th May	Step 4 – 21st 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 7th 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 1st 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 16th 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 29th 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 29th March.

12 DATE OF NEXT MEETING

Tuesday, 13th April 2021, remote meeting via Zoom.

The meeting closed at 11.35am

Signed..... Date.....

MONTHLY ACTIVITY REPORT - CLERK

Month: March/April

<p>ACTIVITY</p>	<ul style="list-style-type: none"> • March payments • Preparation for Full Council and subsequent actions • Preparation for M&C meeting and subsequent actions • Preparation for F&P meeting and subsequent actions • Planning meeting • SADALC meeting • Minutes – M&C, Full Council, F&P • Work on easement policy • Year-end preparation • Attended year end webinar • Appraisals • General emails, correspondence • Registering the Common
<p>ACHIEVEMENT</p>	<ul style="list-style-type: none"> • All appraisals completed in timely manner
<p>ASSISTANCE</p>	<ul style="list-style-type: none"> •

MONTHLY ACTIVITY REPORT – Deputy Clerk

Month: March/April

<p>ACTIVITY</p>	<ul style="list-style-type: none"> • Neighbourhood Plan <ol style="list-style-type: none"> 1. NHP working party meeting – subsequent actions • Planning – Meetings prep, meetings & minutes • Firework meeting and subsequent actions • Appraisal • Hirers - Emails, diary management, billing, covid cancellations • General email/ day to day activity • Met with 2 suppliers to quote for alternative equipment to mound at East Common play area • Actions from play area inspections – ordering missing parts or replacement parts • Holiday taken over easter
<p>ACHIEVEMENT</p>	<ul style="list-style-type: none"> • Recruited some more volunteers for firework working party
<p>ASSISTANCE</p>	<ul style="list-style-type: none"> •

MONTHLY ACTIVITY REPORT - Community Officer

Month: March/April

ACTIVITY	<ul style="list-style-type: none"> • Running Photography competition – posting entries on social media. Continuing to push for entries • Newsletter – collating and writing articles
ACHIEVEMENT	<ul style="list-style-type: none"> • Prizes for photography competition – engaged with local businesses who will provide prize.
ASSISTANCE	<ul style="list-style-type: none"> •

MONTHLY ACTIVITY REPORT - Facilities Officer

Month: March/February

<p>ACTIVITY</p>	<ul style="list-style-type: none"> • War memorial – sourcing suppliers and quotations for engraving of the additional names of fallen • Arranging for repairs to lighting in Parish Centre • Organising quotes for museum wall repairs • Continue trying to find suitable contractor who can complete repairs to Cumberland Garden • Appraisal • Continuing to chase ref asset transfer • Liaising with Countryside and Rights of Way • Holiday taken during Easter
<p>ACHIEVEMENT</p>	<ul style="list-style-type: none"> • Light in the Parish Office finally fixed! • Museum boundary wall repaired
<p>ASSISTANCE</p>	