

Aylesford Parish Council

Policy & Resources Committee

Minutes of the Meeting held in the Aylesford Football Club Pavilion, Aylesford on Tuesday 6 September 2022

Present: Councillors Sullivan (Chairman), Beadle, Mrs Eves, Fuller, Mrs Gadd, Gledhill, Sharp, Shelley, Smith, Walker and Winnett.

In Attendance: Melanie Randall (Clerk)

Apologies: Councillors Balcombe, Ms Dorrington, Ludlow, Mrs Ogun, Ms Oyewusi, Rillie, and Williams.

1. Apologies for Absence

Apologies of Absence from Councillors Ms Dorrington, Mrs Eves and Williams were received, and the reasons for absence agreed.

2. Declarations of Interest

There were no declarations of interest additional to those contained in the Register of Members Interests, Councillor Fuller declared an interest in item 14 and took no part in the discussion or decision.

3. Minutes of the last meeting held on 2 August 2022

It was **Agreed** that the Minutes from the meeting held on 2 August 2022 be approved as a correct record and signed.

4. Accounts for Payment

The Council considered the Payment Schedule attached to the Agenda and Councillor Balcombe proposed and Councillor Fuller Seconded and it was **Agreed** that 45 payments totalling £18,528.16 be made.

5. Finance Advisory Sub Committee

It was **Agreed** to note the minutes of the meeting held on 23 August 2022.

6. Law and Order

6.1 CCTV in the High Street, Aylesford

The Clerk reported that she has not made any progress with this due to other priorities in the Parish Office. She is still working on completing a Data Protection Impact Statement to submit to the ICO and is preparing the draft CCTV Guiding Principles Policy and report back to this committee when complete. **Ongoing**

6.2 Police Report

No report had been received since the last meeting of this committee. **Noted**

7. KALC

It was **Agreed** to note the minutes from the KALC T&M Area Committee meeting, which took place on 21st July 2022 and were attached to the agenda. **Noted**

8. TMBC/Parish Partnership Panel Meeting

It was Agreed to note the minutes from the Parish Partnership Panel meeting, which took place on 1st September 2022. **Noted**

9. Council Vacancies

It was Noted that there are currently no Vacancies. **Noted**

10. Public Convenience Review

The Clerk informed the Committee that TMBC will be covering the cost of the renovations as in the shell of the building and the school will be responsible for decorating it and any fixtures and fixings, like shelving etc. **Ongoing**

11. Adoption of Aylesford Station

Councillor Shelley reported that progress is slow. The story boards and planters are still being considered. **Ongoing**

12. Aylesford Christmas Market

The Clerk reported that the third meeting had just taken place and the committee members seem to be working through the various tasks quite rapidly. The constitution has been prepared and they are in the process of opening a bank account. **Ongoing**

13. Air Conditioning to be installed in the Parish Office

The Chairman informed members that the Parish Office is quite warm and stuffy and was unbearable for staff in the recent heat, so for a better working environment it would be worth considering the installation of Air Conditioning. If staff are comfortable in the office, naturally productivity will increase. The Air Conditioning will be in the Clerk's office, the main office and the meeting room. After discussion it was agreed the Council has a duty of care to ensure its staff have an adequate and comfortable working environment in all weathers.

The Clerk had obtained three quotes as follows

Quote A - £7,470.00 for three separate outdoor units so all the indoor units run independently.

Quote B - £5,785.00 for one main outdoor unit which will run all three rooms. (This company felt one outdoor unit would be enough).

Quote C - £5,919.03 for three separate outdoor units so all the indoor units run independently.

Following discussion, it was **Agreed** that three separate outdoor units would be better for the Parish Office. It was **Agreed** that Quote C be accepted. **Closed**

14. Dignity at Work and Harassment Policy

It was **Agreed** to adopt the policy. **Closed**

15. Disciplinary Procedure

It was **Agreed** to adopt the policy. **Closed**

16. Equal Opportunities Policy

It was **Agreed** to adopt the policy. **Closed**

17. Grievance Procedure

It was **Agreed** to adopt the policy. **Closed**

18. Disciplinary and Grievance Arrangements

It was **Agreed** to adopt the policy. **Closed**

19. Any Other Correspondence

There was no other Correspondence.

20. Duration of Meeting

7.35pm to 8.00pm