

# Aylesford Parish Council

## Policy and Resources Committee

### Minutes of the Meeting held on 5 November 2019

**Present:** Councillor Balcombe (Chairman) and Councillors Ms Dorrington, Mrs Gadd, Gledhill, Ludlow, Ms Oyewusi, Ms Papagno, Rillie, Smith, Sullivan, Winnett and Wright.

**In Attendance:** Neil Harris (Clerk) and Melanie Randall (Assistant Clerk and Finance Officer)

**Apologies:** Councillors Shelley, Walker and Williams.

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#### 1. Apologies for Absence

Apologies of Absence from Councillors Shelley (holiday), Walker (work commitment) and Williams (TMBC meeting) were received, and the reasons for absence agreed.

#### 2. Declaration of Interests

There were no declarations of interest additional to those contained in the Register of Members Interests.

#### 3. Minutes of the Meeting held on 1 October 2019

It was **Agreed** that the Minutes, including the confidential minutes of the meeting held on 1 October 2019 be approved as a correct record and signed.

#### 4. Matters Arising from the Minutes of the meeting held on 3 September 2019

There were no matters arising.

#### 5. Accounts for Payment

The Council considered the Payment Schedule attached to the Agenda and Councillor Mrs Gadd proposed and Councillor Gledhill seconded and it was **Agreed** that 46 payments totalling £25355.82 be made.

## 6. **Finance Advisory Sub Committee**

The Committee received the minutes of the Finance Advisory Sub Committee held on 22 October 2019. It was **Agreed** to note the minutes of the meeting held on 22 October 2019.

## 7. **Financial Matters**

The Clerk had nothing to report to the committee.

## 8. **Law and Order**

The Committee considered the monthly updates for August, September and October from the local PCSO, a copy of which were attached to the Agenda.

## 9. **KALC**

It was **Agreed** that the KALC AGM papers be passed to Councillor Shelley, as the Council's representative on KALC, for possible attendance.

## 10. **TMBC Parish Partnership Panel**

The Clerk had nothing to report to the committee.

## 11. **Council Vacancies**

It was **Noted** that the current vacancies on the Council were as follows: -

Aylesford South - 1.

## 12. **Public Convenience Review – Aylesford Toilets**

The Clerk reported that the Director of Street Scene, Leisure and Technical Services had replied to the Council response to the TMBC proposal to transfer the public conveniences in Aylesford village to the Parish Council. The terms for the transfer which would take place on 1 April 2020, were as previously reported but with there being a one-off payment of £9k, £8k of which was to meet one year's cost of operation and £1k towards legal costs.

The Clerk reported that the land on which the public conveniences were built was leased by TMBC from the Parish Council and that the lease would terminate on 8 May 2021 unless renewed for a further 49 years. The Clerk informed the committee of the details of the lease.

It was **Agreed** that the Clerk and the Chairman of the Council should meet with TMBC Officers to discuss the offer and negotiate terms on the basis of what the Council had previously agreed.

### **13. Cambridge and Counties Bank**

The Clerk reported that the 13 month fixed bond with Cambridge and Counties Bank was coming to an end on 12 November 2019. The original sum invested was £42500 and the interest received was £858.39. It was **Agreed** that the sum of £42500 be reinvested in the Cambridge and Counties Bank in a 1 year fixed rate bond paying 1.7% interest.

### **14. Staffing Committee – Staff Restructure Proposal**

The Clerk reported on the need for a staff restructure which had been identified as part of the staff appraisal process.

It was **Agreed** that the Clerk be authorised to proceed with a staff restructure proposal and that the Staffing Committee be given delegated authority to consider, approve and implement a restructuring of the Council's Maintenance team.

### **15. Duration of Meeting**

8.15pm to 8.49pm