MINUTES of the proceedings at an Extraordinary Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET VIRTUALLY VIA ZOOM

On TUESDAY13th OCTOBER 2020 at 6:00pm

PRESENT:

Councillor G Foortse (Chairman, Presiding)

Cllrs: M Coates, M Dutton, G Acheson, J Griffiths, J Rockett and J Holdom

Clerk: L Jennings

Deputy Clerk: A Kerrison

Public: None

		Action (initials)
	MINUTES	((()
32	TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 8th SEPTEMBER	
	2020	
	The Minutes of the Meeting held on 8 th September 2020 having been	
	circulated were on the proposition of Cllr Coates, seconded by Cllr Dutton,	
	APPROVED and will be signed by the Chairman when the committee next	
	meets.	
33	APOLOGIES	
	None were received	
34	DECLARATIONS OF INTEREST	
	There were none.	
35	MATTERS ARISING FROM THE MINUTES	
	Minute 22 (6) – Audit R1 and R2 outstanding items - The deputy Clerk	
	explained that at the last meeting it was commented that some of the	_
	agendas were missing from the website and not in chronological order. The	MD/
	Deputy Clerk has completed this task and asked to be informed if anyone	Deputy
	spots any other anomalies on the web site. The Finance papers will also be	Clerk
	added to the website.	
	Minute 22 (7) – Standing Orders update: The Clerk and Cllr Dutton to finalise	MD/
	amendments. This is ongoing and will be carried forward to the next P&R	Clerk
	meeting.	
	Minute 22 (8) – To receive a report regarding the Zoom Policy from the	
	Working Party – A query was raised that the document stated that all	
	'meeting papers' would be posted to the website three days prior to the	Zoom
	meeting. It was agreed that only the agenda should be placed on the website which is current practise. The completed and amended document will be	Working
	discussed at the next P & R meeting in November. The Clerk will amend the	Party
	document and forward to the committee.	raity
	It was also noted that all market tolls and allotment rents are being paid	P&R
	either by card or standing order through the bank with no need for face-to-	Ctte
	face meetings. Any Councillors who wish to comment on the Policy should	
	send these to the Clerk within seven days of the meeting.	
	Minute 22 (17, I) Access Control Policy – This is being worked on by Cllrs	
	Campbell, Dutton and the Clerk. An amended document will be sent to the	
	committee. It is to be an agenda item at the next P&R meeting.	
36	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETINGS HELD	
	ON 12 th October 2020	
	The minutes of the meeting are not completed and will be brought to the next	
	P & R committee meeting. They will, however, be available for the Full Council	
	meeting.	

	TO DESCRIVE A DROODESS DEPONDED FOR A DRIVE THE HIDDENIA OF THE	
37	TO RECEIVE A PROGRESS REPORT REGARDING THE UPDTING OF THE	
	COUNCIL'S IT EQUIPMENT AND SYSTEM	
	The Clerk and Deputy Clerk have continued to progress the new system and	
	have consolidated the office folders to be migrated to a new system called	
	'Sharepoint'. Once this is complete the remote access work will begin. The	Clerk/De
	office PC's and computer equipment is very old, and the staff have had	puty
	problems. The PC's are too old to cope with the new system and new do	Clerk/
	need replacing. A proposal for replacement equipment will be sought.	MD
38	TO RECEIVE THE GDPR POLICY FOR ANNUAL REVIEW	
	A Zoom meeting has been held and the existing Policy has been reviewed,	MD
	some work needs to be completed. A draft Policy will possibly be available	
	for the November P & R meeting.	
39	TO RECEIVE AN UPDATE ON THE TOWN COUNCIL'S WEBSITE	
	The Clerk has obtained three quotes to upgrade the website and will bring to	Clerk
	the next P & R meeting.	
40	TO MOVE THAT THE PUBLIC & PRESS BE EXCLUDED FROM THE	
_	MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE	
	PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.	
	On the proposition of Cllr Coates seconded by Cllr Acheson RESOLVED that	
	pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act	
	1960, that Public & Press be excluded from the Meeting, as publicity would	
	be prejudicial to the public interest by reason of the nature of the business to	
	be transacted.	
41	TO CONFRIM THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON 7 th	
41	JULY 2020	
	The Minutes of the Meeting held on 7 th July 2020 having been circulated were	
	· · · · · · · · · · · · · · · · · · ·	
	on the proposition of Cllr Coates, seconded by Cllr Dutton, APPROVED and will	
42	be signed by the Chairman when the committee next meets.	
42	STAFF MATTERS	
	See confidential minute	
43	TOWN COUNCIL ACCOMMODATION	
	See Confidential Minute	
44	TO MOVE INTO OPEN SESSION	
	On the proposition of Cllr Foortse seconded by Cllr Coates	
	RESOLVED the Council moves into Open Session.	
	DATE AND TIME OF NEXT MEETING	
	The next meeting will be on Tuesday 10 th November 2020 at 4:00pm	
	The meeting closed at 18.35pm	
	CONFIRMED this day of 2020	
	CHAIRMAN	
		l