

**MINUTES of the proceedings at an Extraordinary Meeting of the**

**POLICY & RESOURCES COMMITTEE**

**WHO MET VIRTUALLY VIA ZOOM**

On **MONDAY 6<sup>th</sup> APRIL 2021** at 4:00pm

**PRESENT:**

Councillor G Foortse (Chairman, Presiding)

Cllrs: M Coates, M Dutton, G Acheson, V Joslin, J Griffiths, J Holdom

Clerk: L Jennings

Public: None

		<b>Action (initials)</b>
<b>MINUTES</b>		
<b>100</b>	<b>TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 15<sup>th</sup> March 2021</b> The Minutes of the Meeting held on 15 <sup>th</sup> March 2021 having been circulated were on the proposition of Cllr Foortse, seconded by Cllr Dutton, APPROVED and will be signed by the Chairman when the committee next meets.	
<b>101</b>	<b>APOLOGIES</b> No apologies were received.	
<b>102</b>	<b>DECLARATIONS OF INTEREST</b> There were none.	
<b>103</b>	<b>MATTERS ARISING FROM THE MINUTES</b> <b>Minute 93 – Standing Orders:</b> Amendments were made to the final draft document. All Councillors will be given a hard copy of this document. On the proposition of Cllr Holdom, seconded by Cllr Foortse that the final draft document will be taken to the next Full Council meeting. All in favour.  <b>Cllr Griffiths joined the meeting.</b>  <b>Minute 93 – Data Protection</b> – The Clerk still must make a list of suitably qualified Data Protection Officers. <b>Minute 95 – Social Media Policy</b> - On the proposition of Cllr Acheson, seconded by Cllr Foortse, that the updated version is accepted. All in favour. <b>Minute 95 – Risk management Policy</b> – Amendments were made to the document. The Clerk will establish ownership of the defibrillator situated in the telephone box on the Upper Market. A Data Protection sub-committee needs to be formed. This will be added to the May Full Council agenda. Councillors will be asked to add a 'Privacy Statement' at the bottom of all emails they send from their Councillor email address. On the proposition of Cllr Holdom, seconded by Cllr Coates, that this document is presented to the next Full Council meeting. All in favour.	<b>Clerk</b>   <b>Clerk</b>  <b>Clerk</b>  <b>Clerk</b>
<b>104</b>	<b>TO DISCUSS PROGRESS REGARDING THE CHARTER MARKET BECOMING A CHARITY</b> The Solicitors have sent a very comprehensive report. Cllr Holdom will summarise and bring to the next P & R meeting.	<b>JH</b>
<b>105</b>	<b>TO APPROVE THE PURCHASE OF A NEW TRAILER</b> On the proposition of Cllr Coates, seconded by Cllr Griffiths that the purchase of a new trailer at a cost of £2600 +vat is approved. All in favour	<b>Clerk</b>

106	<p><b>TO APPROVE THE BULLYING, HARASSMENT AND DIGNITY AT WORK POLICY</b></p> <p>A document has been produced by Cllr Dutton and was presented to the HR Committee. The Clerk had only had a brief look at the document this afternoon and asked that she discuss the Policy with her two members of staff to gain any comments they may have. There were a few points the Clerk needed to verify. The Clerk had previously produced a Policy from the NALC template. The HR Committee felt this policy was too long and that a more 'holistic and inclusive' policy which included the different sections of a Council body and to try and understand the perspective and have respect for the roles and responsibilities of a Council was required, hence the document now in discussion.</p> <p>Refresher on Zoom meeting Policy – Agreed to add a line to all agenda's that the meeting is being recorded. The Data Protection Sub Committee will meet to agree on the length of time recordings of Zoom meetings are kept.</p> <p><b>Cllr Acheson left the meeting.</b></p>	Clerk
107	<p><b>TO MOVE THAT THE PUBLIC &amp; PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.</b></p> <p>On the proposition of Cllr Coates seconded by Cllr Griffiths RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public &amp; 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.</p>	
109	<p><b>TO CONFIRM THE MINUTES OF THE HUMAN RESOURCES (HR) MEETINGS HELD ON 24 MARCH 2021 and 1<sup>st</sup> APRIL 2021</b></p> <p>The Minutes of the Meeting held on 24 March 2021 and 1<sup>st</sup> April 2021 having been circulated were on the proposition of Cllr Foortse, seconded by Cllr Dutton, APPROVED and will be signed by the Chairman when the committee next meets.</p>	
110	<p><b>STAFF MATTERS</b></p> <p>See Confidential Minutes.</p>	
111	<p><b>TO MOVE INTO OPEN SESSION</b></p> <p>On the proposition of Cllr Foortse seconded by Cllr Coates RESOLVED the Council moves into Open Session.</p>	
	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>The next meeting will be on <b>Tuesday 6<sup>th</sup> July at 6.00pm</b></p>	
	<p><b>The meeting closed at 18.00pm</b></p> <p><b>CONFIRMED</b> this                                day of                                2021</p> <p style="text-align: right;"><b>CHAIRMAN</b></p>	