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

### **POLICY & RESOURCES COMMITTEE**

## WHO MET VIRTUALLY VIA ZOOM

# On TUESDAY 8th DECEMBER 2020 at 6:00pm

#### PRESENT:

Councillor G Foortse (Chairman, Presiding) Cllrs: M Coates, M Dutton, G Acheson, V Joslin, A Glynn, and J Holdom

Clerk: L Jennings Public: None

		Action (initials)
	MINUTES	
61	TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 10 <sup>th</sup> NOVEMBER	
	2020	
	The Minutes of the Meeting held on 10 <sup>th</sup> November 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	
<u></u>	meets.	
62	APOLOGIES	
63	Apologies were received from Cllr Duffy DECLARATIONS OF INTEREST	
63		
64	There were none. MATTERS ARISING FROM THE MINUTES	
04	Minute 35 – Standing Orders update: The Clerk and Cllr Dutton to finalise	
	amendments. On the proposition of Cllr Dutton, seconded by Cllr Holdom	
	that the amendments are agreed and approved. All in favour. The Clerk will	
	update the current Standing Orders with this amendment and replace any	
	other amendments with the new version from NALC. A hard copy will be sent	Clerk
	to all Councillors. The Allotments subcommittee will be added as it is a	
	subcommittee of the Leisure & Environment committee. Any Councillor can	
	attend any committee/subcommittee meeting they wish.	
	Cllr Glynn joined the meeting.	
65	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETING	
	HELD ON 9 <sup>th</sup> NOVEMBER 2020	
	The minutes of the Finance Sub-Committee meeting held on 9 <sup>th</sup> November	
	2020 having been circulated were on the proposition of Cllr Holdom,	
	seconded by Cllr Acheson, APPROVED and will be signed by the Chairman	
	when the committee next meets.	
66	TO RECEIVE A PROGRESS REPORT REGARDING THE UPDATING OF THE	
	COUNCIL'S IT EQUIPMENT AND SYSTEM	
	The 'Share Point' access to the folders is the final step to be taken. Keep on	Clerk
~-	the agenda.	
67	TO RECEIVE THE GDPR POLICY FOR ANNUAL REVIEW	
	This subcommittee consists of Clirs Acheson, Holdom, Campbell and Dutton.	MD/AC/J H/MC
	Cllr Acheson has completed his GDPR training and a meeting will be called this week to finalise the report. The Policy document will be presented at the	
	next meeting.	
68	TO RECEIVE AN UPDATE ON THE TOWN COUNCIL'S WEBSITE	
00	Ongoing.	
69	TO DISCUSS PROGRESS REGARDING THE CHARTER MARKET BECOMING A	
55	CHARITY	
	The report from Hansells Solicitors needs approval and will be an agenda item	
	for the next meeting.	

70	TO DISCUSS THE 2021 – 2022 BUDGET	JH
	The updated budget proposals were discussed and amendments made.	
71	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.	
72	TO CONFRIM THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON 10 <sup>TH</sup>	
	NOVEMBER 2020 AND THE HUMAN RESOURCES MINUTES HELD ON 30 <sup>TH</sup>	
	NOVEMBER 2020	
	The Minutes of the Meeting held on 10 <sup>th</sup> November 2020 having been	
	circulated were on the proposition of Cllr Coates, seconded by Cllr Acheson,	
	APPROVED and will be signed by the Chairman when the committee next	
	meets.	
	To receive the Minutes of the Human Resources subcommittee meeting held	
	on 30 <sup>th</sup> November 2020. Cllr Acheson requested that the last paragraph of	
	minute 10 is amended as follows:	
	Minute 6 – The bulk of this minute was not an agenda item and therefore	
	cannot be ratified. If Councillors wish to discuss this in the future, it will then	
	need to be an agenda item.	
	On the proposition of Cllr Foortse, seconded by Cllr Thorpe that the minutes	
	are accepted but with reservations and amendments as above. This was	
	agreed by all Councillors. Cllr Acheson would like an agenda for the next HR	
	committee on who makes decisions for access to the office. <b>Should it be the</b>	
	Clerk or The Council.	
	On the proposition of Cllr Coates, seconded by Cllr Acheson these minutes are	
	agreed with the amendments. All in favour.	
73	STAFF MATTERS	
	Nothing to report	
74	TOWN COUNCIL ACCOMMODATION	
	Nothing to report	
75	TO MOVE INTO OPEN SESSION	
	On the proposition of Cllr Coates seconded by Cllr Dutton	
	RESOLVED the Council moves into Open Session.	
	DATE AND TIME OF NEXT MEETING	
	The next meeting will be on Tuesday 5 <sup>th</sup> January 2021 at 5:30pm	
	The meeting closed at 18.30pm	
	<b>CONFIRMED</b> this day of 2021	
	CHAIRMAN	