

THURSTON PARISH COUNCIL

Minutes of the Policy and Resources Committee Meeting held via by Videoconference via the Zoom Platform on Friday 12th February 2021 at 10.00am

In the Chair: Cllr Dasher

Present: Cllrs. Haley, Rainbow and West. In Attendance: Mrs V Waples, Clerk.

The Chairman declared the meeting open at 10.00am thanked all for attending and read out the notice for reporting at virtual meetings of the parish council.

1. Apologies of absence –
 - a) Council to receive apologies – there were no applicable apologies of absence as all Committee members were present.
2. Declarations of pecuniary and non-pecuniary interests -
 - a) To receive declarations of pecuniary and non-pecuniary interest in items on the agenda and their nature including gifts of hospitality exceeding £25 – there were none received.
3. To approve the minutes of the Committee Meeting of 12th February 2021 as previously circulated –
 - a) 12th February 2021 - the minutes were approved as a true and accurate record of the meeting that took place and agreement was forthcoming for the Chairman to sign them outside of the meeting, aif.
4. To consider the following as part of the Council's Year-End Process:
 - a) To review and adopt an Information Security Incident Policy (Data Breach) as advised by the ICO – all were in agreement that subject to amendments providing clarity as to which committee has responsibility for ensuring all breaches were investigated, the policy should be so adopted, aif.
 - b) To review the Council's Subject Access Request Policy and Subject Access Request Procedure – all were in agreement that the amendments to the documents as written were appropriate, aif.
 - c) To review the Council's Key Control Policy – all agreed to adopt the draft policy as written, aif.
 - d) To consider and approve the application to carry forward unused holiday entitlement for all staff from 2021 to 2022 – the meeting agreed to the request to carry forward the holiday entitlement accrued due to the restrictions imposed by HM Government in relation to the Pandemic Covid-19. Leave entitlement carried forward was noted as follows: Clerk 14.84days; Deputy Clerk 2.23 days and Litter Picker 13.81 hours. The Committee requested that, so far as it was reasonable, that such holiday entitlement will be need to be brought down to reasonable levels prior to year-end.
 - e) To consider and approve the application to fund the Clerk's holiday entitlement due to overtime worked – the meeting considered the paper submitted detailing the hours worked against those budgeted and noted that there had been a 25% increase over contracted hours. It was agreed that overall the Committee needed to keep account of the contracted hours of the Clerk moving forward and agreed that the Parish Council should be made aware of the hours worked during the Covid-19 period. The Clerk was thanked for her ability to be able to respond to the working conditions imposed by lockdown and all agreed that the increased hours should not be assumed as being able to continue. It was agreed that the hours of the Office Staff should be reviewed on a quarterly basis. The meeting agreed that the recommendations outlined in the Paper submitted to the Council should be submitted for approval at the next full Council meeting. Recommendations agreed were a) to approve the additional holiday entitlement for the Clerk and b) to approve that the additional entitlement be fully funded by the Parish Council. Total cost to the Council would be £951.62 maximum.
 - f) To review the Asset Register for the year ending 31st March 2021 – having reviewed the asset

So signed by the Chair at the meeting of 17th September

register submitted all noted that there were still a number of items to be added following items purchased from the CIL funds held by the Parish Council.

- g) To review the Council's Insurance vis-a-via the Asset Register and Fidelity Guarantee – the meeting considered the quotations received for increased cover in terms of the assets Council held and the Fidelity Guarantee cover needed. All were in agreement that the cost of increased cover for Fidelity Guarantee from £300 to £400 in the sum of £56.00 up until renewal was acceptable and the Clerk was asked to liaise with the insurance broker accordingly. The price for an increase to the asset banding to £250,001 - £300,000 if increased immediately would be an additional premium up to renewal of £60.14 although this will reduce from when the cover was actually need and Council was able to proceed. The meeting also noted the comment from the current broker that at renewal Council would need to be placed with another provider as RSA were unwilling to extend the cover for the Council's Fidelity Guarantee beyond renewal date.
5. To consider matters coming forth from Committee Members: there were no further matters raised.
6. Date of future Meetings: to confirm the dates:
a) Policy & Resources Committee Meeting – 28th May 2021 at 10.30am – venue to be confirmed.
Post meeting note this meeting was been cancelled and will take place late Summer 2021.
7. There being no further business to transact, the Chairman closed the meeting at 11.07am.