

THURSTON PARISH COUNCIL

Minutes of the Policy and Resources Committee Meeting held via by Videoconference via the Zoom Platform on Friday 20th November 2020 at 10.30am.

In the Chair: Cllr Dashper

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

The Chairman declared the meeting open at 10.30am, 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 30th September 2020 as previously circulated
 - a) 30th September 2020 - 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.

The meeting noted that the consideration of a separate bank account to protect the Council's Financial Assets in accordance with Council's Investment Strategy as agreed for deferment until this meeting from the last meeting had not been brought back to the Council as, due to time constraints, the Clerk had not been able to progress this matter further. It was noted that this will be brought back at the earliest opportunity once further information was forthcoming.

4. To consider the following:
 - a) To agree and recommend adoption by full Council of the following Terms of Reference:
 - Climate and Environmental Committee – following an amendment to the frequency of meetings, the Committee agreed to recommend the Terms of Reference for adoption at the meeting of 2nd December 2020, aif.
 - b) To agree to the amendments to the following Terms of Reference:
 - Emergency Planning Committee – it was agreed that once the word “elected” was removed where relevant, the Committee was in full agreement to approve the amendments as proposed, aif.
 - c) To agree to the amendments to the following documents:
 - Grant Awarding Policy 2020 – the committee agreed that it was a positive move to align and remove this process from the CIL bid and subject to an amendment with regards to the timing of consideration of applications received, the committee agreed that the document be approved , aif.
 - Small Grant Application Form – the committee agreed that the addition of a common application form was a positive move forward and allowed all to be judged under the same criteria.
 - d) To adopt the following documents:
 - CIL Grant Awarding Policy 2020 – all agreement to adopt the policy with the amendment of bids being considered under a twice yearly bid round in July and February. Agreement was forthcoming that the closing date for each round would be 31st May and 31st December, aif.
 - CIL Grant Application Form – it was agreed that there was a need to have a broad approach to start with the opportunity to review on an annual basis. The Clerk was asked to align the forms with the dates on the policy and approval was given for the form to be adopted, aif.

So approved at the meeting of 9th December 2020

5. Staffing Matters:
 - a) To consider the basis of the Staff Handbook – subject to a minor amendments all were in agreement that the Staff Handbook should be adopted and that it contained a suite of policies that were appropriate for staff as opposed to Councillors. It was also agreed that the Council should have an Anti-harassment and Bullying Policy not only for Staff but also for Councillors and that this would be considered at the P&R Committee Meeting in February 2021.
 - b) To note the advert for Deputy Parish Clerk has been submitted for advertisement via SALC; parish website and noticeboards – it was noted that two expressions of interest had been submitted to date and that the advertisement not been placed in the newspapers given the cost attached but was instead placed on the SALC website and on the parish noticeboards.
6. To consider the 1st Draft of the Budget for 2021-2022: subject to a number of minor amendments and clarification under Village Maintenance – point 14 – as to where the budget comes from – Reserves - all agreed that this was ready for the Council to review, aif. It was noted that the precept would not be able to be formally set until the Council Tax base for Thurston was received (anticipated 25th November 2020) and the local government finance settlement (the annual determination of funding to local government) was determined in December along with any associated decision on the referendums relating to Council Tax increases.
7. To consider matters coming forth from Committee Members – there were no matters forthcoming.
8. Date of future Meetings: to confirm the dates:
 - a) Parish Council Meeting – Virtual – 2nd December 2020 at 7.00pm
 - b) Policy & Resources Committee Meeting – Staffing Matters – Virtual – 9th December 2020 at 6.00pm
 - c) Full Council Meeting to determine Planning Matters - Virtual - 9th December at 7.00pm
 - d) Policy & Resources Committee Meeting – 12th February 2021 at 10.30am
9. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed - there was none to be transacted
10. There being no further business to transact, the Chairman closed the meeting at 11.40am.