

THURSTON PARISH COUNCIL

Minutes of the Policy and Resources Committee Meeting held via by Videoconference via the Zoom Platform on Wednesday 30th September 2020 at 10.02am.

In the Chair: Cllr Dashper

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

The Chairman declared the meeting open at 10.02am, 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 as previously circulated *agreement was forthcoming for the Chairman to sign them outside of the meeting*
 - a) 29th July 2020 - the minutes were approved as a true and accurate record of the meeting that took place and, aif.
 - b) 6th August 2020 – Sub-Committee for Data Breach - the minutes were approved as a true and accurate record of the meeting that took place and, aif.
 - c) 13th August 2020 – Sub-Committee for Appeals - the minutes were approved as a true and accurate record of the meeting that took place and, aif.
4. To consider the following:
 - a) To approve the application for online banking to be operated in accordance with the Council's Financial Regulations – it was agreed that as long as security protocols were in place and approval and authorisation of payments via online banking were made in accordance with the Council's Financial Regulations, approval of converting, where possible, to payments via the BACS system using Lloyds Bank was approved by all. It was further agreed that Cllr. Haley be added to the authorised signatories to bring the number to four in total.
 - b) To consider approving the opening of a separate bank account to protect the Council's Financial Assets in accordance with Council's Investment Strategy – it was agreed to defer this item until the meeting scheduled for 20th November 2020.
 - c) To review the following Terms of Reference and recommend amendments/adoption by full Council:
 - Policy and Resources Committee – amendments to membership were approved by all.
 - Recreational Facilities Committee – amendments to the areas of responsibilities were approved by all.
 - Planning Committee – amendments to membership and review date were agreed by all.
 - Neighbourhood Development Plan Working Group – amendments to the adoption date and tasks of the working group were agreed by all.
 - Emergency Planning Committee – amendments to membership were agreed by all.
 - COVID-19 Emergency Plan – Central Co-Ordinator Terms of Reference – amendments were agreed to the review dates noting that this was a live document and would be amended in line with changes in governmental guidance and/or legislation.
 - Climate and Environmental Committee – it was agreed to defer this item until the first meeting of the committee had been held and Council had more information on achievable goals.

So approved at the meeting of 20th November 2020

5. To approve the new pay scales for 2020-2021 as agreed by the National Joint Council for Local Government Services (NJC) to be implemented from 1 April 2020 for all Council employees – *Confidential paper circulated prior to meeting* – the meeting was in agreement to adopt the new pay scales for all the members of staff. It was noted that both the Litter Picker and the Clerk were due performance reviews. It was agreed that these would be undertaken as soon as possible.
6. COVID-19 Risk Assessment for Thurston Parish Council –
 - a) To note the following have been undertaken:
 - COVID-19 Return to Work Office Risk Assessment
 - COVID-19 General Risk Assessment
 - COVID-19 Council Recovery / Reopening Assessment in terms of Health, Safety & Fire Check Assessment
 - COVID-19 Track and Trace System for Visitors to the Parish Council Office
7. Staffing Matters:
 - a) To note the resignation of the Administrative Assistant effective 4th September 2020 – having now received the formal resignation it was noted that the Chair will respond to the former member of staff.
 - b) To consider the basis of the Staff Handbook as recommended by the Data Breach Sub-Committee – the Clerk was working on a template document and would circulate a draft version for consideration at the next Policy and Resources Committee Meeting.
 - c) To consider future staffing requirements – it was agreed that the Parish Council needed to look proactively at expansion and succession planning and that recruitment complimented this along with managing current and future workloads. It was agreed that the Clerk would work on an outline job description, person specification and recruitment process for consideration at the next Policy and Resources Committee Meeting.
8. To consider matters coming forth from Committee Members – it was queried, if, post Covid-19, Council should consider how it manages papers for Parish Council Meetings. Discussion followed as to how members could access documentation using share-point and the website as opposed to having papers printed out for reference. It was agreed that this should be explored further and time for when Council is able to hold meetings in person.
9. Date of future Meetings: to confirm the dates:
 - a) Parish Council Planning Committee Meeting - Virtual – 30th September 2020 at 7.00pm
 - b) Parish Council Meeting – Virtual – 7th October 2020 at 7.00pm
10. 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
11. There being no further business to transact, the Chairman closed the meeting at 11.06am.