

THURSTON PARISH COUNCIL

Minutes of the Policy and Resources Committee Meeting held via by Videoconference via the Zoom Platform on Friday 15th May 2020 at 1.30pm.

In the Chair: Cllr Dashper

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

The Chairman declared the meeting open at 1.30pm, 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 – apologies were received from Cllrs. Fawcett and Haley due to personal circumstances.
 - b) Council to consent to accept apologies received – the meeting accepted the apologies as submitted.
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
 - a) 20th February 2020 - the minutes of the meeting of 20th February 2020 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.
 - b) 13th March 2020 - the minutes of the meeting of 13th March 2020 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:
 - a) To review the Clerks hours to date in light of COVID-19 and planning matters – in light of the paper received and considering the work that the Clerk had undertaken during the last three months, all agreed that the Council be asked to pass a resolution to approve payment of the overtime. It was agreed that this should be added to the June Parish Council meeting, aif.
 - b) To consider and agree the treatment of accrued holiday during current government guidelines (COVID-19) – the meeting noted that there will need to be a corresponding action for the following year in terms of holiday accrued and carried forward and agreed that the overtime hours accrued for holiday pay should be honoured.
 - c) To consider and review employment practices for the Litter Picker – it was agreed that the review of general practices and the return to work procedures to be followed as carried out by the Clerk was comprehensive and provided an appropriate plan for eventualities.
 - d) To carry out an overall review of audit procedures under lock-down – it was agreed that the process as outlined in the meeting of March was appropriate for the circumstances and that there was no rational reason as to why given the procedures in place, this couldn't be achieved. It was further agreed that once lockdown measures had been relaxed, an enhanced internal control review would be undertaken.
 - e) To review the Virtual Meeting Protocol – it was agreed that complications might arise if there was an increase in members of the public attending with a danger that the situation might be made unmanageable. It was agreed that in the first instance, all should be asked to use the mute button. It was noted that the host had the ability to mute all and that this should be kept under review.
 - f) To review the Council's Insurance Schedule vis-à-vis the current Asset Register – Council noted that the Clerk had arranged for the Gym Trail and Play and Stay equipment to be added to the

So approved at the meeting of 29th July 2020

register and under insurance (equipment only). It was noted that this would attract an additional premium.

- g) To review the Council's Fidelity Guarantee in light of balances held – it was noted that the Council had previously covered its overall balances in their totality and that in light of bank balances held the Fidelity Guarantee should be increased to £250,000. It was noted that this would attract an additional premium.
- h) 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 that this might be appropriate in the short term – 3-6 months basis, but interest rates were not too favourable at the moment and the meeting was wary at committing funds for longer term. It was agreed that the Clerk should investigate further and report back at a later meeting.

- 5. Date of future Meetings: to confirm the dates:
 - a) Parish Council Meeting - Virtual – 20th May 2020 (Planning and Committees) at 6.30pm
 - b) Parish Council Meeting – Virtual - 3rd June 2020 (Full) at 7.00pm.
- 6. 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 – *it was agreed that due to the matter to be discussed the public be excluded as information about an individual member of staff is confidential between the council and the member*
 Matter relating to a Staff Member – it was agreed that the Clerk would seek independent advice as to the complaints levelled and how best to proceed including timescales and to report back to the Policy and Resources Committee at the earliest opportunity.
- 7. There being no further business to transact, the Chairman closed the meeting at 2.30pm.