

MINUTES of the proceedings at an Extraordinary Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET VIRTUALLY VIA ZOOM

On TUESDAY 8th SEPTEMBER 2020 at 6:00pm

PRESENT:

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

Deputy Clerk: A Kerrison

Public: None

		Action (initials)
MINUTES		
19	TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 7th & 30th JULY 2020 The Minutes of the Meeting held on 7 th July 2020 having been circulated were on the proposition of Cllr Acheson, seconded by Cllr Coates, APPROVED and will be signed by the Chairman when the committee next meets. The Minutes of the Meeting held on 30 th July 2020 having been circulated were on the proposition of Cllr Acheson, seconded by Cllr Coates, APPROVED and will be signed by the Chairman when the committee next meets.	
20	APOLOGIES None were received	
21	DECLARATIONS OF INTEREST There were none.	
22	MATTERS ARISING FROM From the minutes of 7th July 2020 Minute 6 – Review of Internal Audit 2019-20. Action plan R1 and R2 The deputy Clerk explained that R1 (Agendas and Minutes on the Website need to be tidied up) had been addressed and that all minutes and agendas were in the appropriate folders and in chronological order. There is still some work to be done regards separate folders for each Council year. The Clerk is organising help with this. R2 – That documents should be up to date on the website has also been addressed. Documents were missing as they had not been ratified due to COVID-19 restrictions temporarily preventing meetings. It was noted that some agendas were still missing. The Deputy Clerk will investigate and rectify any problems. This matter is to remain as an agenda item for the next P&R meeting. Minute 7 – Standing Orders update: The Clerk and Cllr Dutton to finalise amendments. This is ongoing and will be carried forward to the next P&R meeting. Minute 8 – To receive an update on the Progress of the new IT System including details of Zoom policy (Agenda item 9 Zoom activity: data protection, cyber security, recordings, transcripts and storage management) Cllr Holdom has gathered together a lot of information from NALC. This will be put into a document and circulated to everyone. It was agreed to set up a working party to go through the details before the next P&R meeting. The working party will consist of Cllr Holdom and either/or Cllrs Acheson and Dutton. It was agreed that a message should be put on the website to make it obvious that members of the public are welcome to attend Zoom meetings, and how they can do this. Sensitive items will be discussed in closed session. Minute 9 – To review current activities and health and safety levels at the Connect offices. The deputy Clerk explained that the Connect building is still closed and access is strictly by appointment only. The registration service is	Deputy Clerk/ Clerk JH/GA/ MD Deputy Clerk Clerk

	<p>due to resume next week, but it is not clear if it will be open to the public. Other areas of the building are being used by NNDC and NCC staff. It was agreed to ask Cllr Fitzpatrick about this at next week's Full Council Meeting. It was noted that there have been no complaints from the public about FTC office being closed. All messages are being picked up at home by the Clerk and Deputy Clerk with visits to the office as necessary. The deputy Clerk will make sure that the accounts assistant has the telephone number for NNDC to arrange for entry to the office as necessary.</p> <p>It was also noted that all market tolls and allotment rents are being paid either by card or standing order through the bank with no need for face-to-face meetings.</p> <p>From the minutes of 30thth July 2020</p> <p>Minute 17 (I) Access Control Policy – This is being worked on by Cllr Campbell and the Clerk. It is to be an agenda item at the next P&R meeting.</p> <p>Minute 17 (II) – GDPR. It was noted that some files in the office should not be on open shelves, but in lockable cabinets. The Clerk is investigating prices etc.</p> <p>Minute 17 (IV) – Signed documents for loan of IT equipment. These have been completed.</p>	<p>Deputy Clerk</p> <p>Clerk/M Camp.</p> <p>Clerk</p>
23	<p>TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETINGS HELD ON 14th JULY and 7th SEPTEMBER 2020</p> <p>The minutes of the meeting on 14th July had already been received at the meeting on 30th July 2020 and ratified at Full Council on 21st July 2020. The meeting due to be held on 7th September 2020 has been postponed until 11th September 2020</p>	
24	<p>TO RECEIVE A PROGRESS REPORT REGARDING THE UPDTING OF THE COUNCIL'S IT EQUIPMENT AND SYSTEM</p> <p>It was noted that the emails have been moved over to .gov.uk for the office, Clerk, Deputy Clerk and finance team. Cllr Holdom said that the accountant was having problems. The Deputy Clerk will liaise with her. Cllr Dutton still does not have remote access and is unable to carry out his role of Internal Controller until this is established. The access to accounts folders only for the finance team has also not been sorted yet. The Clerk is to sort this on her return.</p> <p>This item is to stay on the agenda for future meetings</p>	<p>Deputy Clerk</p> <p>Clerk</p> <p>Clerk</p>
25	<p>TO RECEIVE THE GDPR POLICY FOR ANNUAL REVIEW</p> <p>It was agreed that a sub-committee should be set up to review this and report back to a P&R meeting. This is to be an agenda item for Full Council for the sub-committee to be formed.</p>	Deputy Clerk
26	<p>TO APPROVE THE TOWN COUNCIL BEING MEMBERS OF THE INSTITUTE OF CEMETERIES AND CREMATORIA MANAGEMENT (ICCM) AT A COST OF £95 PER ANNUM</p> <p>On the proposition of Cllr Acheson, seconded by Cllr Coates and agreed by all, that this should go ahead.</p>	
27	<p>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.</p> <p>On the proposition of Cllr Coates seconded by Cllr Dutton 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.</p>	
28	<p>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON 7th JULY 2020</p> <p>The Minutes of the Meeting held on 7th July 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 meets.</p>	
29	<p>STAFF MATTERS</p> <p>See confidential minute</p>	

