

MINUTES of the proceedings at an Extraordinary Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET VIRTUALLY VIA ZOOM

On TUESDAY10th NOVEMBER 2020 at 6:00pm

PRESENT:

Councillor G Foortse (Chairman, Presiding)

Cllrs: M Coates, M Dutton, G Acheson, and J Holdom

Clerk: L Jennings

Public: None

		Action (initials)
MINUTES		
45	TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 13th OCTOBER 2020 The Minutes of the Meeting held on 13 th October 2020 having been circulated were on the proposition of Cllr Coates, seconded by Cllr Acheson, APPROVED and will be signed by the Chairman when the committee next meets.	
46	APOLOGIES Apologies were received from Cllrs Duffy and Campbell	
47	DECLARATIONS OF INTEREST There were none.	
48	MATTERS ARISING FROM THE MINUTES Minute 35 – 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 22 (8) – To receive a report regarding the Zoom Policy from the Working Party – The draft Zoom Policy had not been circulated. Cllr Holdom will make some amendments and forward to the Clerk. This will then be forwarded to the Committee for their approval and then sent to all Councillors for discussion at the Full Council meeting.	Clerk/ MD JH/Clerk
49	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETINGS HELD ON 12th October 2020 The minutes of the Finance Sub-Committee meeting held on 12 th October 2020 having been circulated were on the proposition of Cllr Holdom, seconded by Cllr Acheson, APPROVED and will be signed by the Chairman when the committee next meets.	
50	TO RECEIVE A PROGRESS REPORT REGARDING THE UPDATING OF THE COUNCIL'S IT EQUIPMENT AND SYSTEM The Clerk and Deputy Clerk, Cllrs Dutton and Holdom all now have remote access. The 'Share Point' access to the folders is the final step to be taken. Keep on the agenda.	Clerk
51	TO RECEIVE THE GDPR POLICY FOR ANNUAL REVIEW This subcommittee consists of Cllrs Acheson, Holdom, Campbell and Dutton. Cllr Acheson has completed his GDPR training. The Policy document will be presented at the next meeting.	MD/AC/J H/MC
52	TO RECEIVE AN UPDATE ON THE TOWN COUNCIL'S WEBSITE On the proposition of Cllr Dutton, seconded by Cllr Coates that this agenda item is moved to the closed session of the meeting (after agenda item 12) to ensure a full discussion can take place. All in favour.	
53	TO RECEIVE THE DRAFT ACCESS CONTROL POLICY The document has been circulated to the subcommittee (Cllrs Dutton, Campbell, and the Clerk) who will meet (virtually) to discuss the proposed amendments. This document will then be presented to the P & R committee.	Clerk/M D/MC

