

MINUTES of the proceedings at an Extraordinary Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET VIRTUALLY VIA ZOOM

On MONDAY 15th MARCH 2021 at 4:00pm

PRESENT:

Councillor G Foortse (Chairman, Presiding)

Cllrs: M Coates, M Dutton, G Acheson, j Griffiths M Campbell and J Holdom

Clerk: L Jennings

Public: None

		Action (initials)
MINUTES		
89	A discussion took place regarding the regularity of Policy & Resources meetings. These will be held every two months. The Chairman will speak with the Deputy Clerk to arrange the calendar.	GF/AK
90	TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 12th January 2021 The Minutes of the Meeting held on 12 th January 2021 having been circulated were on the proposition of Cllr Foortse, seconded by Cllr Coates, APPROVED and will be signed by the Chairman when the committee next meets.	
91	APOLOGIES No apologies were received.	
92	DECLARATIONS OF INTEREST There were none.	
93	MATTERS ARISING FROM THE MINUTES Minute 79 – Data Protection Regulations Policy (DPR): The Clerk will maintain a list of suitably qualified Data Protection Officers will be compiled including a record of their charges and credentials, their contact details and acknowledgement of acceptance of the position should it arise. On the proposition of Cllr Holdom, seconded by Cllr Dutton the DPR Policy is adopted and presented to Full Council for approval. All in favour. Minute 79 – Standing Orders: The Clerk had produced a draft document that was not accepted by the Committee. Cllr Holdom will amend the document and then pass to Cllrs Dutton, Griffiths and Foortse for approval with copies to the Clerk. The completed document will be presented to the next Policy & Resources Committee meeting. Minute 83 – Website: Six website designs have been received and the Clerk and Deputy Clerk will discuss.	Clerk JH Clerk
94	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETINGS HELD ON 8TH FEBRUARY 2021 AND 8TH MARCH 2021 The minutes of the Finance Sub-Committee meeting held on 8 th February 2021 were approved at the February Full Council meeting. The minutes of the Finance Sub-Committee meeting held on 8 th March 2021 having been circulated were on the proposition of Cllr Acheson, seconded by Cllr Dutton, APPROVED and will be signed by the Chairman when the committee next meets.	
95	TO RECEIVE THE FOLLOWING UPDATED POLICIES Social Media Policy – Cllr Acheson will amend any inaccuracies. The Policy will be presented to the next Policy & Resources meeting. Receive and review the Interim Internal Audit Report – <ul style="list-style-type: none">Recommendation 1. The Council must ensure it keeps its Website up to date. All the Council’s Policies will be added to the current website and the new one which is in progress.	GA Clerk

	<ul style="list-style-type: none"> • Recommendation 2. In line with good practice, where a matter is discussed by a committee and a decision is made that requires Council approval, this should be recorded in the minutes of that committee as a recommendation to the Council. The matter should then be identified as a separate item on the Council agenda as a recommendation requiring approval, and the subsequent approval (or otherwise) should then be formally minuted. In the case of the sub-committees, their minutes should, similarly, include details of any recommendation to the parent committee, which, in the absence of delegated powers, will then need to be highlighted in the committee minutes for Council approval. Therefore, all items requiring ratification by Full Council must be an item on the Full Council agenda. • Recommendation 4. In line with the requirements of Council Regulation 9.3 the Council should ensure that all fees and charges are reviewed at least annually. In our view, the most appropriate time for the majority of fees and charges to be reviewed is as part of the annual budget setting process and apply to the whole of the following financial year. The one exception is allotment rents, which apply from October each year and which need to be considered at least 12 months in advance. This has been noted on the Annual Timetable. <p>Receive and complete Annual Review of Risk Management Policy – Cllr Holdom had many amendments to this document and will circulate an updated Policy for the next Policy & resources meeting.</p> <p>NEST Pension Policy – On the proposition of Cllr Dutton, seconded by Cllr Acheson that this document is approved for presentation to Full Council tomorrow evening. All in favour.</p> <p>The Chairman reported that she had been reading ‘The Good Councillor Guide’ which stated that Councils should have a ‘Bullying & Harrassment and Dignity at Work’ Policy. This will be an agenda item for the next Policy & Resources Meeting. The Clerk will source sample documents.</p>	<p>Clerk</p> <p>Clerk</p> <p>JH</p> <p>Clerk</p>
96	<p>TO DISCUSS PROGRESS REGARDING THE CHARTER MARKET BECOMING A CHARITY</p> <p>Nothing to report. This item will be carried forward to the next Policy & Resources meeting.</p>	Clerk
97	<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 Acheson 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>	
98	<p>STAFF MATTERS</p> <p>This item will be carried forward to the next Policy & Resources committee Meeting as a Human Resources meeting is scheduled for Wednesday 24 March 2021 where the minutes from that meeting will be reported.</p>	
99	<p>TO MOVE INTO OPEN SESSION</p> <p>On the proposition of Cllr Coates seconded by Cllr Dutton RESOLVED the Council moves into Open Session.</p>	
	<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting will be on Tuesday 6th April 2021 at 6.00pm</p>	

The meeting closed at 17.00pm

CONFIRMED this

day of

2021

CHAIRMAN