

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE
MEETING HELD ON TUESDAY 7th JULY 2020

The meeting was held remotely using Zoom software.

PRESENT: Cllr. Beck (in the Chair), Fletcher, Gilbert, Pethurst, Smith and Warne.

APOLOGIES: Cllr. Fairweather.

Declaration of Interests, Dispensations, Predetermination or Lobbying:

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

11/20: Internal finance check:

Cllr. Beck confirmed that the internal finance check has been completed and everything was in order.

12/20: Authorisation of payments made after the June meeting:

A list of payments totalling £250,570.37, made after the June meeting is filed with these minutes. In response to Cllr. Warne, Cllr. Fletcher confirmed that the money transferred to Crookeslaw Solicitors for the purchase of the Tanyard Dental Surgery, included legal fees.

13/20: Transfers of monies between accounts:

The Clerk confirmed no transfers between accounts had been necessary.

14/20: Cheques for Payment:

Cheques for July were signed for payment as per the list filed with these minutes. It was proposed by Cllr. Beck, seconded by Cllr. Fletcher and agreed to authorise payment of the cheques as presented.

These included:

| | |
|--------------------------|-------------------|
| Policy and Resources | £14,215.24 |
| Burial and Properties | £ 770.35 |
| Environmental Management | <u>£ 5,288.21</u> |
| Total | £20,273.80 |

In response to Cllr. Warne, the Clerk confirmed that the Grounds Contractors are paid monthly on receipt of their invoice. Their current contract had been extended for an additional year in light of the pandemic. This will be reviewed in February next year when the other tender application shortlisted will also be considered. Cllr. Warne felt that in line with TWBC's pledge to become carbon neutral we should be asking contractors to use carbon friendly equipment. Cllr. Fletcher confirmed the current contractors had already invested in some new rechargeable machinery.

15/20:**KCC Internal Audit Report:**

Cllr. Beck was very pleased to confirm that no issues had been raised in the report. The Clerk advised that as recommended in our Financial Regulations, she would circulate a copy of the report to all councillors for their attention.

16/20: Staffing:

Cllr. Fletcher reported that the zoom interviews for an additional Clerk had been undertaken, the candidates would now be invited for a physical interview. Cllrs, Beck, Fletcher and Gilbert would agree a suitable question that will be sent to the candidates in advance to allow them to prepare a considered response.

17/20: Website Accessibility:

The Clerk stated that our website needs to comply to the new regulations by 23rd September 2020. Our current provider is in the process of providing a report to identify the changes necessary. A brief explanation as to the sort of changes that are needed to make our site accessible to everyone, was given. Cllr. Pethurst's offer to help with this task was gratefully accepted. The Committee agreed to authorise the decision as to what actions are needed, to Cllr. Pethurst and the Clerk. Cllr. Hatcher would also be invited to give an input.

18/20: Grant Applications:

The Clerk confirmed no new applications had been received.

19/20: Items for Information:

Cllr. Warne advised that the NDP Steering Group were looking at ways in which to consult with parishioners. The public consultation events that had been envisaged previously, would not be possible in the current circumstances. A suggestion had been put forward for a special edition of the Parish Cake, similar to the last edition which had featured specifically on the Community Centre. Zoom question and answer sessions, could also be hosted by Steering Group members to assist parishioners in understanding the Neighbourhood Development Plan. Cllr. Warne would be asking Members at Full Council on Thursday to approve the methods and expenditure necessary to engage successfully with parishioners.