



Meeting (No) **POLICY COMMITTEE (1)**
Time & Date **6pm, Tuesday 21st July 2020**
Place **Remote meeting via Zoom**
Document **Minutes**

Present: Councillors Kynaston (Chair), Davies, Griffiths, Hudspeth and Mrs Kunaj (Council Manager)

In attendance: Cllr S Wastell

PART 1: Items considered in the presence of the press and public

1 Election of the Chair.

RESOLVED to elect Cllr Kynaston as chair for the meeting.

Members noted that in accordance with the Policy committee terms of reference (ToR), the Policy committee Chair cannot be the Chair of any other committee.

- a Members noted that in accordance with the ToR for the Policy committee the Policy committee Chair for this committee is elected by Council, in accordance with council's standing orders the election of the Chair is the first item of the first meeting of any committee following the annual meeting of the council (15h).
- b The election of the Chair for the Policy committee and membership is itemised for the next Council meeting was noted.

2 Election of Vice Chair

To elect the Vice Chairman of the Policy Committee to serve until the first meeting of the Policy Committee in the new Council year. *This item was deferred.*

4 Apologies for absence

Resolved to approve apologies for absence by Cllr Warner (business)

Absent: Cllr Jones

5 Declarations of Interest: None.

6 Minutes

Resolved to approve the minutes of the meetings held on 18.02.20, 03.03.20 & 02.03.20 as true and correct records.

It was noted that the minutes would be formally signed at the next face-to-face Policy Committee meeting. The physical signing of the minutes must be witnessed by those present.

- 7 Council Manager's report:** Noted In addition to the report the Council Manager confirmed that the PRM funds referred to in item 67 18.02.20 had now been received and had been placed into the Council New Homes Bonus EMR.

8 Committee budgets and Finance

- a. The current Policy committee budget and EMRs were considered. Clarification to the RFO for budget line 4064 subscriptions was requested.

9 Civic Regalia

Chairman's initials and date

 8/6/20

Resolved to approve budget line for cost of valuation 2020 of civic regalia £100 by virement of funds from office expenses 4072.

10 COVID-19 Government Employer Guidance and risk assessment

Government Guidance:

1. Members considered the government covid-19 guidance for working safely provided by the Council Manager, paying particular attention to the highlighted parts. Members were happy with the guidance and accepted this as a working document as circumstances evolve and that it was a very thorough report.
2. Members noted that for security the door access codes have to be changed, this may incur costs should this be undertaken by an external contractor.
3. The committee did not agree any further actions arising from the guidance report.
4. Members noted that the Council Manager had held consultations with staff on 01.07.20.
5. Members considered as part of the guidance, and as requested by the Resources committee 23.06.20 item 18 b 3, the Council Manager's report and recommendations for cleaning of the high usage areas of the town hall. The committee agreed for the recommendations regarding the additional cleaning to be taken forward as appropriate.
6. **Resolved** to approve the Covid-19 risk assessment and agreed for a maximum budget of £1,000 for the initial cleaning products and the associated costs for the purchase of good for use to provide a safe return of the staff to the town hall using contingency budget line code 4099.

11 Policy Sub-Committee ToR

- a. **Resolved** to approve terms of reference for the Policy sub-committee.
- b. Cllrs Warner, Kynaston and Wastell were nominated as voting members of the sub-committee. The committee agreed that 3 members was sufficient, with Cllr Hudspeth and the Chair of Resources committee will be invited as appropriate.

12 Task & Finish group

- a. *Community Infrastructure Levy (CIL) (item 72):* The CIL Task & Finish Group are to re-convene and make recommendation at a future meeting.

13 Market Offer role and Temporary arrangements for facilitating the Friday market

- a. Members noted the Resources committee request regarding staffing requirements to facilitate the Friday markets (minutes 23.06.20 item 21a), that the Resources committee chair should participate when the Policy committee consider the market staffing requirements.
- b. Members agreed that the review of the suitability of the job description for the market officer role, person specification etc, is to be taken forward by the Policy sub-committee.
- c. It was noted that in order to have business continuity, additional agency workers are to be shown how to competently run the Friday market.

Chairman's initials and date



- d. Resolved for 3 additional hours per agency worker to train to enable them to undertake supervisory role during annual leave of usual supervisory agency worker. Two different workers to be trained, one before and one after supervisory worker's annual leave.

14 Social Media

Facebook

- a. It was noted that the Mayor has set up a personal Mayor of Neston Facebook page.
- b. The committee recommendation to Council that part of the Mayor's allowance be used for promotion by way of advertisement in local media outlets, various Town Council activities and Civic functions.

15 Other items: None.

16 Date of next scheduled meeting: TBC

17 Exclusion of the Press and Public

Resolved that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

Part 2: Items considered in the absence of the press and public

18 Staff Issues

a *Market and Estate Officer:*

The retirement of the Town Council's Market and Estate officer was noted.

b *Staff to facilitate the Friday Market: The items below in 18 b&c were deferred to the Policy committee sub-committee.*

- i. To agree number of staff and workers needed to facilitate the Friday market.
- ii. To agree if and how recruitment to facilitate the market is to be progressed and remit for those progressing this.

- c.1 *SM&SC:* The committee considered reports P01/18c.1i (CM), P01/18c.1ii (OH) and P01/18c.1iii (DSE) suggestions, noting that limited actions can be taken at this time.
- c.2 The ATW guidance notes P01/18c.2 were considered.
- c.3 To consider a cost share in principle as referred to in report P01/18c 1i and guidance notes above P01/18c.2.
- c.4 Members agreed that items listed in 'c (1-4)' above, would be taken forward by the Policy sub-committee.
- d. *Finance Manager:* A review of flexi – time as per Policy committee meeting 03.03.20 POL6/83 was undertaken. Members agreed that going forward for the flexi policy to be reinstated and the original offer remain available.

19 Staff Equipment for Homeworking

Resolved to approve the purchase of an HP laptop, Microsoft programmes and setting up costs, to be taken from IT / computer maintenance budget, estimated cost of £550.

Chairman's initials and date

 8/11/21

20 Encryption Renewal for NTC computers

Resolved to agree for the continuation of the contract for two years with current provider ESET.



Signed



Dated

8/6/21