

**Report of the meeting of the Personnel, Policy and Finance Committee
held on Wednesday 6 October 2021 at 6pm via video conference**

Present Cllr S Hooper PPF Committee Chairman
Cllr A Buckfield Chairman of Council / Mayor - Ex-officio
Cllr B Ferguson
Cllr C Thomas

Apologies Cllr D Blyth PPF Committee Vice Chairman
Cllr E Perkins

Observer Cllr J Twigg

Town Clerk was in attendance

Declarations of interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
No declarations made			

Report of the last meeting

No updates.

Accounts to 31 August 2021

Recommendation

Accounts accepted to 31 August 2021

2022/2023 Action Plans and Budget

All draft action plans must be sent immediately to the Town Clerk for sharing and inclusion with the agendas for the committee meetings in November. It is hoped that a new representative will come forward for the vacancy on the Youth Forum at the next full council meeting.

Policies

a. Service Level Agreements

Councillor Ferguson provided an overview of the draft policy. It was agreed to reinstate the Grant Funding Review Task and Finish Group to continue working on the draft policy. Any need for legal advice will be considered at the end of this process.

Recommendation

Grant Funding Review Task and Finish Group is reinstated to continue working on the draft Service Level Agreements Policy

How and Where Council Meetings are held – Cllr J Twigg

It was agreed that quotations be sought for the installation of a hybrid meeting system in the meeting room of the Old Wool Market.

All voted in favour for the summons, agendas and supporting documents for all meetings of Council are issued electronically to all members and members of the public, with the exception that members can request paper versions. The member will be asked to collect the paper version from the offices whenever possible.

Recommendation

Copies of summons, agendas and supporting documents for all meetings of Council are to be issued electronically to all members and members of the public, with the exception that members may request paper versions

Financial Support

No applications for grant funding were received. For every meeting, a copy of the listed of grants given to date in the year will be provided for review. This will enable a review of completed projects to date.

Staffing Update

All voted in favour of exercising the PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

Resolved

That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the Press and Public be excluded from the meeting

For one staff member to be contracted to work 8-hours per week from 1 January 2022 on a twelve-month contract, with the balancing 8-hours per week to be utilised as a float for any outside member of staff as approved by the Town Clerk

Items for next agenda

No items for next agenda.

With no further business to consider, the meeting ended at 7.56pm