

MINUTES OF AN EMERGENCY COMMITTEE MEETING HELD ON 11 JANUARY 2021 AT 6PM VIA VIDEO CONFERENCE

Present:	Cllr A Buckfield	Mayor/Chair
	Cllr C Evans	Deputy Mayor/Deputy Chair
	Cllr R Blacklaw-Jones	Sheriff/Officer
	Cllr S Hooper	PPF Committee Chair
	Cllr G Roberts	MES Committee Chair

The Town Clerk was in attendance

1961 Consideration for staff working arrangements

It was agreed that office staff can work from home to support their childcare needs whilst the schools are closed during the lockdown period. It was clear that staff need to be present in the office to support the business needs where possible during the normal opening hours.

It was agreed for three laptops to be purchased for staff for remote working.

A meeting of the Staffing Sub-committee will be held on 22 February 2021 at 6pm to consider the appraisal system.

RESOLVED **Office staff can work from home for the above requirement but are to work in the office where possible during the normal opening hours**

Three laptops are to be purchased for staff for remote working

1962 Date of next meeting of Full Council

The next meeting is due to be held on Wednesday 20 January 2021. However, to enable us to make representation at the Pembrokeshire County Council Town and Community Council Seminar to consider joint working to support the community throughout Covid-19, it was agreed that the next meeting of Full Council is re-scheduled to Thursday 21 January 2021 at 6pm.

RESOLVED **The next meeting of Full Council will be held on Thursday 21 January 2021 at 6pm**

With no further business to consider, the meeting ended at 7.02pm

Chair of Council/Mayor	Signed
Proper Officer/Town Clerk	Signed
Date	