

**MINUTES OF THE POLICY, FINANCE AND RESOURCES COMMITTEE MEETING**  
**HELD VIRTUALLY**  
**ON TUESDAY 12<sup>TH</sup> JANUARY 2021 AT 6.30 PM**

**Councillors:** T E Grattan-Kane (in the Chair)

R J L Boase	J Martin (Town Mayor)	R F Edgcumbe
Mrs F N E Boase	Mrs N Roberts	B Thomas
M H Thomas	M J Kenchington	

**Officers:** Miss P J Lavelle – Town Clerk  
Miss A D Retallack – Deputy Town Clerk

**196. Apologies**

An apology for absence was received from Councillor Mrs Roberts.

**197. Minutes**

On the proposition of Councillor Kenchington, seconded by the Mayor, it was

RESOLVED – that the Minutes of the Meeting held on 10<sup>th</sup> November 2020 be approved and signed as a true record.

**Councillor M H Thomas entered the meeting at 6.37pm.**

**198. Budget Monitoring Statement**

Members considered the Budget Monitoring Statement to 30<sup>th</sup> November 2020 (circulated prior to the meeting).

It was proposed by Councillor Mrs Boase, seconded by Councillor Kenchington, and unanimously

RESOLVED – that the November Budget Monitoring Statement be noted.

**199. Internal Audit by Members**

Members considered a report by the Town Clerk that contained details of an internal audit conducted by Councillors Mrs Boase and Mrs Roberts on 8<sup>th</sup> December 2020.

It was proposed by the Mayor, seconded by Councillor Kenchington, and unanimously

RESOLVED – that the report be accepted.

**Councillor Edgcumbe entered the meeting at 6.46pm.**

**200. Review of Standing Orders**

Members reviewed Standing Orders and agreed corrections and amendments as follows:

*Standing Order 5.1 ii) and iii) be switched to put the correction of an inaccuracy in the Minutes prior to approving the accuracy of the Minutes.*

*Standing Order 25.9 be amended to read ‘Only the Town Clerk shall have access to employee records referred to in Standing Order 25.7 and 25.8 above by access to keys and/ or computer passwords.’*

*Standing Order 25.10 be deleted.*

On the proposition of Councillor Mrs Boase, seconded by the Mayor, it was

RESOLVED – that Standing Orders, as amended and corrected, be recommended to Full Council.

**201. Review of the Strategic Plan**

Members reviewed the Strategic Plan and made amendments and additions to the Forward Plan. On the proposition of Councillor Kenchington, seconded by Councillor Mrs Boase, it was

RESOLVED – that the Strategic Plan, as amended, be recommended to Full Council.

**202. Consultation on Code of Conduct**

Members considered the Standards Committee Consultation on proposed changes to the Code of Conduct (circulated prior to the meeting).

It was proposed by the Mayor, seconded by Councillor Kenchington, and

RESOLVED – that the Town Council supported the proposed changes.

**203. Exclusion of the Press and Public**

On the proposition of the Chair, seconded by the Mayor, it was unanimously

RESOLVED – that pursuant to the provision of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the following item of business by reason of the confidential nature of the business to be transacted.

**204. Staffing Matters**

Members gave consideration to a report by the Town Clerk regarding the provision of support for the Town Clerk during the commencement of her new role. Following a detailed debate, it was proposed by the Mayor, seconded by Councillor Kenchington, that support be provided for the Town Clerk until the end of May 2021 up to a maximum cost of £1,000.

An amendment was proposed by Councillor Mrs Boase, seconded by Councillor Kenchington, that support be provided for the Town Clerk until the end of April 2021 up to a maximum cost of £500. The amendment was carried and became the Substantive Motion and it was

RESOLVED – that support be provided for the Town Clerk until the end of April 2021 up to a maximum cost of £500.

It was further proposed by Councillor Mrs Boase, seconded by Councillor M H Thomas, and

RESOLVED – that the Policy, Finance and Resources Committee would meet without staff present to discuss the format, style and questions for the review of the Town Clerk at the end of her probationary period.

**The Town Clerk and Deputy Town Clerk left the meeting during this item at 7.14pm.**

**Meeting closed 7.42pm**

**Confirmed**

**Chair**