

**MINUTES** of a **MEETING** of the **PROPERTY AND PERSONNEL COMMITTEE** held on **MONDAY 8<sup>TH</sup> JUNE 2020** at **6.30PM**

**Present:** Cllrs Chace (Chair),  
Baker, Price and  
Rhodes

**2020/2021**

**1. VIRTUAL MEETING PROTOCOL AND USE OF MOBILE DEVICES**

The Chair welcomed Members, the press, officers, and members of the public to this virtual meeting. He explained how the meeting would be conducted and the protocol that would be followed, including how any break in the proceedings due to technical difficulties would be managed.

**2. APOLOGIES**

There were none

**3. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and no further declarations were made.

**4. MINUTES**

The Minutes of the meeting held on 2<sup>nd</sup> December 2019 (previously circulated) were confirmed as a true record and arrangements would be made for them to be signed at a later date.

**5. PUBLIC FORUM**

In accordance with the Remote Meetings Protocol introduced by the Town Council, members of the public who wished to address the Council or any of its Committees during a remote meeting should have emailed their representations one clear working day before the meeting.

The Chair reported that one question had been received from a resident. The Town Clerk read this out, together with a response.

**Mr Chester asked:** *I hope that Government will consider making permanent the ability of Councils to hold meetings virtually. There is much greater awareness of the work of Local Government by being able to view meetings at leisure online. There is also the benefit of reduced travel and increased availability of rooms for other bookings when allowed again. It also guards against the public view of various*

*issues being assessed from the small number of people who attend physically rather than the view of the community as a whole.*

*I hope the gradual return to the office for those who cannot work from home will prioritise the museum documentation project. Perhaps the area that they work in will have to be sealed off from the public for now. A viewing window maybe? In addition, perhaps bookable slots for household groups of an hour could be considered for visitors to the museum. Also, this seems the opportunity to crack on and fully implement an electronic banking system including card payments at reception and online. Perhaps allowing online sales of items at reception. Thank you for upping your online presence, something to be hopefully continued.*

The Town Clerk thanked Mr Chester for his comments and addressed his points in order. With regards to remote meetings, it had been quite a challenge but looked set to continue until at least September. Beyond that, the future was out of the Council's hands, but his comments were noted. The museum was closed to the public and would remain so until Government rules said otherwise to and the safety of visitors and staff could be ensured. However what arrangements could be made to facilitate visits would be looked into. Work on the Collection Document Project had continued throughout the lockdown and the Museum staff had returned to the Manor House to focus on this. Regarding electronic banking, officers were in contact with the Town Council's bankers to bring this forward. The Town Clerk thanked Mr Chester for his suggestions.

## **6. CHAIR'S REPORT AND URGENT ITEMS**

There were none.

## **7. OFFICERS REPORT**

### **7.1 Absence Monitoring Report**

The Committee received a report (previously circulated) which set out the staff absence records for the full year's 2010/11 to 2019/20. The Town Clerk reported that sickness levels had unsurprisingly fallen, probably due to reduced personal contact during lockdown. It was **RESOLVED** that:

***The report be noted.***

### **7.2 COVID 19**

The Committee received a report (previously circulated) which highlighted the actions taken in response to the Coronavirus pandemic and highlighted service implications and potential financial consequences. The Town Clerk reported that this was one of a series of reports to Committees that would be drawn together and taken to Council later in the month. He explained that there were significant losses of income from room hires and also sought approval for the

return to the workplace strategy. It was noted that the option of opening reception was being explored and it was **RESOLVED** that:

1. **The actions taken during lockdown be endorsed and where appropriate, the likely financial consequences be noted.**
2. **The proposed return to work strategy and impact on future working arrangements be approved.**
3. **The report be otherwise noted.**

### 7.3 **Keystone Centre**

The Town Clerk reported that an Extraordinary Council meeting would be held on 18<sup>th</sup> June 2020 to discuss the outcome of the feasibility study and where the architects would present their design concept to Members. It was **RESOLVED** that:

**The update be noted.**

## 8. **FINANCE**

### 8.1 **Committee Budget Monitor**

The Committee received a report (previously circulated) which highlighted any significant variances from budget in income and expenditure for this Committees budget, the budget report figures and movements in P&P's Earmarked Reserves during the year. It was **RESOLVED** that:

**The report be noted.**

## 9. **EXEMPT BUSINESS**

There was none.

The meeting closed at 6:49pm

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**CHAIR**