

Minutes of the meeting of the **Finance, Staffing and Policy Committee** held on Tuesday 20th April 2021 commencing at **4.00pm**.

Present: Councillors Adrian Cross  
David Dale  
Ross Scott-Hodgetts

In Attendance: Clerk – Jeni Marshall

Apologies: Cllr. Carlos Novoth

**FSP36/21** To receive Apologies  
Apologies were received from Councillor Novoth.

**FSP37/21** To approve the minutes of the last meeting of the Committee  
The minutes of the last meeting held on the 16 March 2021 were approved as a correct record and will be signed once staff return to the office.

**FSP38/21** To receive any declarations of interest  
None

**FSP39/21** To receive any representations from members of the public  
None present

#### **Finance matters**

**FSP40/21** To authorise payments  
Payments totalling £9893.20 (ex VAT) were approved (see separate sheet).

**FSP41/21** To receive the financial report to date  
The financial report was approved.

**FSP42/21** To verify the bank reconciliation and original bank statements  
The bank reconciliation and original bank statement for March were approved and will be signed once the staff return to the office.

#### **Staffing and Office Matters**

*The following item may be subject to the exclusion of press and public under the Local Government Act 1972, Sch. 12A*

**FSP43/21** To receive a staff update and confirm the permanent appointment of the Assistant Clerk  
The Clerk reported that a member of staff has been of sick for two weeks but is now back and fully recovered.  
Members confirmed that they were very pleased with the Assistant Clerk following her 6 month trial period and resolved to offer her a permanent position.

**FSP44/21** To consider a smartphone loan worker app for staff.  
Members considered the App but the Clerk brought it to the attention of members that one member of staff did not have a suitable phone. Following discussion, it was agreed that the Chair of Finance would meet with the

Clerk the following week to discuss this and potentially the App could be offered to staff alongside the Lone Working Policy as an additional feature. It was agreed to add the item to the next committee meeting for further discussion.

**FSP45/21**      To consider the re-opening of the offices

The Clerk suggested that if the Covid situation continued in the right direction, staff could return to the office on the 17 May 2021. It was further agreed that should the Covid rate increase significantly in the district, the Clerk would consult with staff and the Chairman of the Finance, Staffing and Policy Committee.

**FSP46/21**      To confirm the date and time of the next committee meeting

The next meeting of the Finance, Staffing and Policy Committee will be held on May 18th 2021.

Signed

Dated

**Actions**

FSP43/21	Write to the Assistant Clerk confirming permanent position	Clerk
FSP44/21	Meet with Chair of Committee	Clerk / Chair