

## DRAFT MINUTES

### THETFORD TOWN COUNCIL

MINUTES OF A VIRTUAL MEETING OF THE PERSONNEL COMMITTEE

HELD ONLINE ON TUESDAY 6<sup>th</sup> APRIL 2021, STARTING AT 2.00 pm.

Present:

Councillors:

R F W Brame (Chair), M P Brindle, D Crawford (V Chair),

B J Canham, C Harvey, J Hollis

Officers:

Tina Cunnell - Town Clerk Alan Yorke Deputy Town Clerk

### MINUTES

898/20	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> None
899/20	<u>APOLOGIES FOR ABSENCE</u> None received.
900/20	<u>MINUTES</u> RESOLVED: The minutes of the Committee meeting held 2 <sup>nd</sup> March 2021 as a true record received by Council on 30 <sup>th</sup> March 2021 and signed/initialed by the Committee Chairman.
901/20	<u>MOVEMENT OF UNDERSPEND</u>  The final budget figures are not available until the year end process is completed so officers suggested possible projects including the following that may be considered for underspend: <ul style="list-style-type: none"><li>• Updated login system at Carnegie and Cemetery for staff times and as the replacement for Lone Alert.</li><li>• IT equipment to allow hybrid meetings and microphones for council chamber.</li><li>• Health/Welfare projects.</li><li>• Environmental Audit to support Environment strategy.</li></ul> The projects were discussed, and it was agreed that they were all worth further investigation once the level of funding had been established, and priorities can be set.  There was support for the continuation of live streaming meetings as part of hybrid meetings even if no longer required.  It was requested that a personnel project reserves be set up so that the underspend could be ringfenced for personnel projects and not for other committee projects.
902/20	<u>TRAINING AND STAFFING UPDATE</u>

	<p>No further courses added to the report since last month. Annual online H&amp;S courses no need to be revisited to keep people in date.</p> <p>The staff Flo tests have arrived and staff will now be tested twice a week.</p> <p>For the next couple of weeks NHD Blood Donors and the COVID testing centre on in the Carnegie so staff will be kept to a minimum in the building to help facilitate the COVID management of the building.</p> <p>There are no staff that do not want the testing and the chairman requested that out COVID compliance for staff becomes a regular agenda item.</p>
903/20	<p><u>IT SUPPORT TENDER</u></p> <p>Councilors discussed the specification and clerk confirmed she had gone out to several companies to establish what information was required by them to compete for the tender. Cllr Hodgkinson also assisted with the specification and would be one of the councilors assisting with the assessment of tenders received.</p>
904/20	<p><u>COMMITTEE OFFICERS UPDATE</u></p> <p>Clerk is looking at an environmental audit for the council on the Carnegie and Guildhall to look at environmental measure that can be taken to reduce our carbon footprint as part of the council's environmental strategy and to accompany the application for Public works loan board should the council wish to apply for a loan.</p> <p>Clerk will arrange a meeting with an environmental auditor to start the understanding the process, and what funding the council would be able to apply for.</p> <p>Clerk to request that the town district councillors ask if there is any support the town council could seek from Breckland District council is getting an environmental audit done.</p>
905/20	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.</p>
906/20	<p><u>STAFF UPDATE</u></p> <p>Nothing to report.</p>

Chairman.