

**Minutes of the meeting of the Finance and Human Resources Committee held by Zoom on Monday 27<sup>th</sup> April 2021 at 10.00am**

**Present:** Cllr Leather (Chairman), Mrs Hodson, Mrs McCarthy, Chalmers, Edwards, Hames, Laws, Sargent and Tisdale  
**In attendance:** Mrs M J Mills - Town Clerk  
Mr G Langton - Deputy Town Clerk

- 2104/1440 Apologies**  
Apologies were recorded on behalf of Cllr Miss Manley
- 2104/1441 Chairman's announcements**  
There were none.
- 2104/1442 Declarations of interest**  
Members were reminded that all interests must be declared prior to the item being discussed.
- 2104/1443 To agree the agenda between Part A and Part B (confidential information)**  
It was **resolved** to agree the agenda between Part A and Part B  
Proposed: Cllr Tisdale, Seconded: Cllr Sargent (all in favour)
- 2104/1444 To confirm and sign the minutes of the meeting held 15<sup>th</sup> March 2021**  
It was **resolved** to confirm the minutes of the meeting held 15<sup>th</sup> March 2021  
Proposed: Cllr Leather, Seconded: Cllr Tisdale (all in favour)  
The minutes will be signed at a later date.
- 2104/1445 Action Points**  
Action Points were noted.
- 2104/1446 Public Participation**  
*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.*  
No members of the public were present.
- 2104/1447 To consider invoices for payment and financial reports**  
It was **resolved** to accept the invoices for payment and financial reports.  
Proposed: Cllr Leather, Seconded: Cllr Sargent (all in favour)
- 2104/1448 To consider correspondence from BFAA**  
The Town Clerk was asked to write to them thanking them for the information.  
**Action Point – Town Clerk to write to BFAA**
- 2104/1449 To consider lease renewal proposals from Torridge District Council (information sent previously by email)**  
It was **resolved** to accept the additional cost of rental for renewal of the lease, however further discussion is required on the utilities.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Leather (all in favour)  
**Action Point – Accept renewal of the lease and further discussion on the utilities**

**2104/1450**    **To receive an update on the staff handbook from Ellis Whittam (*herewith*)**  
At this juncture Cllr Tisdale gave his apologies and left the meeting.

It was **resolved** to accept the statutory update from Ellis Whittam with regard to bereavement, however an additional two-week increase could be given at the discretion of the Town Clerk, the Mayor and the Chair of finance and HR.  
Proposed: Cllr Mrs McCarthy, Seconded: Cllr Laws (all in favour)

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**Part B**

***During Zoom meetings Members are required to confirm that they are alone during Part B***

All Members confirmed this.

**2104/1451 To resolve: that under section 1(2) of the public Bodies (Admission to Meetings Act 1969 that the public and press be excluded from the meeting**  
It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting  
Proposed: Cllr Leather, Seconded: Cllr Sargent (all in favour)

**2104/1452 To confirm and sign the minutes of the meeting held on 15<sup>th</sup> March 2021 Part B**  
It was **resolved** to confirm the minutes of the meeting held on 15<sup>th</sup> February 2021 Part B as a correct record. They will be signed at a later date.  
Proposed: Cllr Leather, Seconded: Cllr Sargent (all in favour)

**2104/1453 To consider a report on moving forward with Microsoft support options**  
There was a proposal to recommend to Full Council that we move ahead with the remedial works required.  
There was a further proposal from Cllr Mrs McCarthy, seconded by Cllr Chalmers, that we move forward immediately to the option of a Cloud system. There were 2 votes in favour, 1 abstention and a majority against. This proposal was not carried.

It was then **resolved** to recommend to Full Council that we move ahead with the remedial works required.  
Proposed: Cllr Edwards, Seconded: Cllr Leather (majority in favour, 3 abstentions)

There was a further **resolution** that moving forward we commit to a Cloud based system.  
Proposed: Cllr Mrs Hodson, Seconded; Cllr Hames (all in favour)

**2104/1454 To resolve to readmit members of the press and public**  
It was **resolved** to readmit members of the press and public  
Proposed: Cllr Leather, Seconded: Cllr Edwards (all in favour)

There being no further business the meeting finished at 11.30 am

Signed..... Dated .....