

**FINAL MINUTES OF THE MEETING OF PENNARD FINANCE AND
EMPLOYMENT COMMITTEE HELD
ON 22nd June 2020
At 8.13 pm
VIA ZOOM**

Present: Cllr Susan Rodaway (Chair) SR ©, Cllr Jeff Rogers JR, Cllr Jean Marnell JM, Cllr Malcolm Sims, Cllr , Cllr Lynda James LJ, Cllr Arthur Rogers AR, Cllr Sally Rogers SR, Cllr Ralph Cook RC.

Apologies for Absence: Cllr Claire Whomes CW.

Apologies for Lateness

Cllr Darran Hickery DH.

A recording of this meeting is available from the Clerk.

Declarations of Interest: None

All votes will be named votes

Questions from the Public (limited to 10 minutes)

1. To discuss questions from Pennard Charity regarding digital provision.
 - a. How much financial support is required towards the IT element?

This will be minimal around £2000 at the most.

- b. What portion of this money is to be spent on the different elements of hardware and what type of hardware are you planning on providing?

The sum mentioned previously will be used for tablets and 4G routers. We will send more information as we have it.

- c. What data connectivity are you anticipating on providing and what are the expected costs?

4G routers at approx. £20 each plus potentially ongoing monthly data cost.

- d. Are there any other costs associated with the IT provision?

None anticipated at the moment, there may be a need to purchase a printer in the future.

Cllr Darran Hickery Joined the meeting at 8.30pm

- e. How many people are you hoping to support?

As many people who need support. We anticipate more people will need voluntary support than hardware.

- f. What happens to the hardware if it is no longer required?

It would be returned to the Charity for recycling

Reply to the Charity Proposed by JM seconded by JR agreed by all

Cllr Claire Whomes joined the meeting at 8.40pm

2. To agree terms and conditions for PEFTA for recommendation to Full Council
The term and conditions were discussed and amendments made which would make it more workable for everyone.

Amendments to the PEFTA Scheme proposed by AR seconded by DH agreed by all.

It is proposed that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Proposed by JR seconded by AR agreed by all

3. **To agree to employ a temporary part time Admin Assistant for recommendation to full council.**

Cllr Rodaway explained that we are in a situation where the Clerk is doing a lot of extra work outside their normal job description. The need has been identified for a part time admin assistant to help take on the extra work generated by the pandemic to cover the co-ordination of the volunteers, applying for grants and managing the admin of the PEFTA scheme.

It was suggested that the admin assistant position should be advertised for a minimum of 6 months for around 8 hours per week at £10 per hour, with a notice period of 2 weeks in the first month and 1 month notice after that.

Proposal for a 6 mth contract proposed by JR seconded by JM agreed by SR SR© MS, AR, DH against RC CW LJ

Proposal for rest of terms proposed by CW seconded DH agreed by SR© SR, AR, JR, LJ, MS, RC

It was proposed that the role will entail the administration of the PEFTA Scheme, managing the volunteers, seeking and applying for grant funding and general administration under the supervision of the Clerk

Proposed by CW seconded by DH agreed by all.

4. **To agree mid-year well-being review for Employee.**

Proposed CW seconded SR agreed by all

5. To discuss the Cleaning Contract and agree terms for discussion with the Contractor.

It was agreed to hold a meeting with the Cleaning Company to come to a mutual agreement on the immediate future of the contract. A translator has been found to help with this meeting as English is not their first language

Meeting Closed at 9.00pm
