



MINUTES OF THE BUSINESS SERVICES MEETING
HELD ON THE 11TH FEBRUARY 2021
AT 7.30pm VIA VIRTUAL ACCESS

Present:

Cllr A Snape
Cllr I Blazeby
Cllr A Lutley
Cllr J Roberts
Cllr J Dann
Cllr J Gleave

Rob McGregor- Town Clerk
Stephanie Stanley- Deputy Town Clerk
Jon Barkat- Business & Facilities Manager
Member of the public - 0

1238. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillor Badham (unwell), Councillor Dodds (unwell) and Councillor Williams (personal commitments).

Councillor Gleave entered the meeting at this time.

1239. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Disclosable Pecuniary interests in any agenda item – none.
- (b) Non-Pecuniary interests in any agenda item – none.

1240. CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that item 11d – investment strategy – would not be covered at the meeting as there would be a presentation from a specialist company at the next meeting.

1241. PUBLIC OPEN SESSION

There were no members of the public present.

1242. MEMBERS QUESTIONS

No questions.

1243. MINUTES

- a. For Members to receive and adopt the Minutes of the Business Services Committee held on 14th January 2021.

Members received and approved as a true record, the minutes of the Business Services Committee held on the 14th January 2021 via virtual access.

1244. MATTERS ARISING

- a. Minutes of the Business Services Committee 14th January 2021.

The Chairman asked for an update on the unrepresented cheques discussed at the last meeting. Members were informed that the organisations had been contacted and their intentions were to not submit the cheques, therefore the cheques had been written off.

1245. ITEMS FOR CONSIDERATION

a. Councillor Email Addresses & Sharepoint

The Chairman explained the importance and benefits of having Councillor emails to replace the private accounts used at present. He also gave a briefing around how the Sharepoint plan could be changed to M365 Business Basic which would provide access to emails, Office 365 and Teams. This would create enhanced security for pink papers and would be on a monthly rolling contract. It was intended for future Council and Committee meetings to be hosted through Teams instead of Zoom.

It was **resolved** to move Councillor accounts from SharePoint Online Plan to M365 Business Basic which included Microsoft Teams, emails, and other applications for £3.80 per month, which was the same cost as the current SharePoint access Members had.

1246. ITEMS FOR INFORMATION

a. Business & Facilities Manager's Report

Members noted the report circulated.

- i) Projects Update - Noted. The Business & Facilities Manager advised that the reports were getting shorter as phase 2 of the building upgrades were near completion.

1247. PUBLIC OPEN SESSION

No members of the public attended.

1248. EXEMPT ITEMS

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

11a) Financial Reports

Councillor Lutley joined the meeting at this time.

Members noted the reports and asked questions.

11b) Business and Facilities Manager's Report

It was **resolved** to install air conditioning in the Rendezvous Café at a cost of £7,863.52. Funds for this would be required from the Rolling Capital Fund.

11c) Mobile Phones

Members discussed the staff team using personal mobile phones for work purposes, especially during lockdown.

It was **resolved** to contribute towards the Town Clerk and the Management Team's mobile phone bills, to be taxed as part of PAYE. This allowance would be instead of a company phone.

11d) Investment Strategy

This item was deferred to the next meeting.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.