

10 September 2020

Minutes of the Management Meeting for
Stantonbury Parish Council
Held on
Thursday 10th September 2020
At **10.30 am**
Using **Zoom Video Link**

For the purpose of transacting the business as set out below.

Committee Members:

Cllr S Kennedy - **Chairman**

Cllr A Anwar

Cllr C Northwood – **Vice-Chairman**

Cllr A Ronaldson

Cllr S Agintas

MINUTES

	<p>Present: Cllr S Kennedy-Management Committee Chairman Cllr C Northwood-Management Committee Vice-Chairman Cllr S Agintas-Management Committee Member Cllr A Anwar-Management Committee Member Cllr A Ronaldson-Management Committee Member</p> <p>Cllr G Davison-joined meeting at 10.35 am Cllr L Morgan</p> <p>S Espey-RFO S Tozer D Moore K Fane-Minute-Taker</p>	
M/01/20	<p>Apologies: None</p>	
M/02/20	<p>Chairman's Remarks The Chairman explained to council that, although a Management Committee, the majority of the items to be discussed would be of a financial nature.</p>	
M/03/20	<p>Declarations of Interest: None</p>	

M/04/20	<p>Minutes: To agree and sign the Minutes of the Management Committee Meeting held on 12 February 2020. Of the current committee, only Cllrs Kennedy, Agintas, Ronaldson, Northwood were present at the February Management Committee Meeting and therefore only those will be able to vote on the validity of the minutes from 12 February 2020. Agreed by 4 votes for, 1 abs.</p>	
M/05/20	<p>RFO Purchase Limit Committee to discuss whether they wish to review the current RFO spend limit. The Chairman asked the RFO to address the committee. The RFO explained to council the current limit was £500 which had not been reviewed for long while. She went on to explain no spend restrictions in place and would recommend they be considered. AR asked how much did the RFO recommend? LM suggested £750. Following short discussion, the Chairman suggested a vote be taken on the amount of £750.</p> <p>Agreed by 5 votes to recommend to full council the increase of the RFO purchase limit to £750. Discuss at MM 16.09.20.</p>	MM 16.9.20
M/06/20	<p>Staff Spend Limit Committee to discuss whether they wish to review the current staff spend limit. The Chairman passed to the RFO to give the committee background on this item. The RFO explained clarity is needed for staff, plus the agreement to purchase items such as tea/coffee etc without the need for RFO authorisation. Also explained as RFO only works part time, doesn't want to cause items to bottle-neck. There are some current controls in place which have issues. RFO continued by recommending different controls for Parish Rangers and Staff.</p> <p>Following further discussion, the Chairman recommended the item be deferred for further consideration. Defer to future meeting. **Sandra-what would you like to do with this now? My recommendation would be to pass to SE to produce draft recommendations to email to all Cllrs/staff for comments.</p>	RFO
M/07/20	<p>Video Conferencing Equipment Committee to discuss whether to consider looking into the purchase of video conferencing equipment for the Chambers. The Chairman passed to the RFO to give the committee</p>	RFO

	<p>background on this item. Limited people could currently use Chambers due to COVID restrictions. Video conferencing would allow all those who wanted to attend office in the same room or attend remotely. Initial enquiries on costings were roughly £2,000 which, although seeming expensive, may be a cost that can be potentially claimed back as a COVID expense. Following further discussion on alternatives and budget considerations, it was agreed in principle to recommend to full council, subject to quotations received.</p>	
M/08/20	<p>Purchase of Work Mobile Phone Committee to discuss whether to consider the purchase of a work mobile to be used for social media updates and for trips. The Chairman passed to staff member (DM) to explain why options chosen. Needed for social media and trips. Of options chosen, would be happy with any. Current phone not a smart phone. RFO added with the card machine will need a smart phone and have money in budget to allow for it. Further discussion continued until it was suggested committee consider proposing change of item wording to “Committee to discuss the recommendation of a work mobile phone for each office staff member (4) at a cost of no more than £400.</p> <p>Change of item proposed by Cllr Agintas and seconded by Cllr Northwood agreed by 5 votes for.</p> <p>Agreed by 5 votes for to recommend purchases to Main Meeting on 16.9.20. RFO to provide options for backing papers.</p>	RFO MM16.9.20
M/09/20	<p>Purchase of lap-tops for Office Staff Committee to discuss whether to consider the purchase of laptops for the staff members and how many should be considered. The Chairman passed to RFO to give the committee the background on this item. Similar situation to item 8, work requirement especially if lock-down so staff don’t have to use home laptops. Estimated price £500-600 per laptop. Discussion followed on how would integrate into office use. Agreed by 5 votes for to recommend to full council to purchase 4 laptops for all staff members. RFO to provide options for backing papers. MM 16.9.20.</p>	RFO MM16.9.10

M/10/20	<p>Purchase of Chipper Committee to discuss whether to consider looking into the getting a chipper for use by the Parish Rangers and if so, whether to hire or buy one. Discussion on how the purchase of a chipper for Parish Rangers was previously agreed at a Main Meeting. (Over 6 months previously). RFO asked if purchase had been budgeted for. It was not. It was decided to defer to allow for further enquiries to be carried out. Sandra-who would you like to do this please? -I would suggest the Rangers as they know what specs they need.</p>	P Rangers
M/11/20	<p>Switching of Utility Providers RFO to discuss with committee whether to review current utility providers with a view to changing. Defer to future meeting to allow further enquires to be carried out.</p>	RFO
M/12/20	<p>Review of COVID-19 Expenses RFO to discuss with committee progression of COVID-19 expenses review. Defer to future meeting to allow further enquires to be carried out.</p>	RFO
M/13/20	<p>Review of Air Conditioning for Parish Office Committee to discuss update of review on whether to provide air conditioning for the parish office. The Chairman confirmed the initial enquiry had been passed to Cllr Millen, who due to work commitments, had not been able to progress. It was agreed that the enquires should be passed to the RFO to continue to ease the Cllrs workload.</p>	Cllr MM/RFO