



In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting was held virtually via Zoom Conferencing.

**Present:** Cllrs Picken, Clint, Starkey, Murphy and The Clerk

The Meeting was chaired by Cllr Picken the Executive Committee Chairman.

- 1. To receive any apologies for absence - None**
- 2. To receive any declarations of interest on items on the agenda - None**
- 3. Policies & Documents – see notes below**
  - to agree re-adoption of the following:
    - H&S Policy – to be brought to the September meeting
    - Risk Management Policy – to be brought to the September meeting
    - Risk Assessment- General, Finance, Staffing – agreed no changes to any of these
    - Executive Committee Terms of Reference – agreed to include reference to the Parish 5 Year Plan, removing it from the F&GP Committee ToRs. Expand Strategy section and include overseeing of major projects. Changes to be made then document recirculated
    - Disciplinary & Grievance Policies – reviewed against the new Model NALC policies – it was agreed that the Councils existing policies more than cover the contents of the NALC policies so they are to be readopted without change.
  - to discuss and agree to ask the Vice Committee Chairman to put together a report regarding the impact of Covid-19 on the Council including finances – it was felt that this was not a big enough task so the Clerk and Cllr Clint will review the financial impact and Clerk will put a general narrative together over the summer for the records
  - to discuss and agree to implement a Delegated Powers Policy – it was agreed that a separate policy is not required, however an addition to Standing Orders was agreed, regarding Full Council making urgent decisions outside of the ordinary meeting pattern with stipulation that a report is minuted at the next available meeting. Standing Orders will be reviewed in the Autumn and this amendment will be proposed then.
  - to discuss and agree to implement a Business Continuity Plan – it was agreed that a plan is required. The Clerk to draft over the summer.
- 4. Risk Management –**
  - Covid-19 Risk Assessment for
    - Playground equipment – the Covid-19 risk assessment had been circulated to all prior to the meeting. It is a live document and will be monitored and amended should government guidelines change

- Reopening the Parish Office – now that government guidelines regarding working at home have been eased it would be good to have a plan to reopen the Parish Office at some point in the near future once a Covid risk assessment is done, and proves it is possible. It was agreed that the Clerk would carry out the risk assessment w/c Monday 3<sup>rd</sup> August with a view to reopening on Monday 10<sup>th</sup> August subject to the outcome of the risk assessment.
- Pavilion - it is not known when the football season will commence. It is therefore not known when the pavilion will next be needed. Prior to use a full Covid risk assessment is required. This will be left for now and looked at once the office is fully reopened.

**5. Major projects –**

- Pavilion extension & refurbishment – this is an agenda item for the full Council meeting to be held after this meeting. The 2<sup>nd</sup> bat survey has been completed and the application is now ready to submit to WBC. The cost is £924.00. It is proposed that the current draft drawings are submitted to WBC. It was agreed that by the time the application is determined a clearer idea of future use will be known. If the application is successful a decision will be taken at that point whether to build as per the drawings or whether a scaled down building is required.
- Freckles Pre-School – Following receipt of the letter from Freckles stating they are not reopening with immediate effect; a letter was sent to them highlighting the Break Notice section of the lease. No response was received. A further letter was sent to them highlighting that they are now in breach of the lease due to non-payment of July's invoice and an offer to meet to discuss. A response was received stating they are seeking legal advice and would be in touch, but they have not made contact since. It appears they cleared the pavilion of their belongings on Thursday 16<sup>th</sup> July. Photographs of the building have been taken which show that it has not been left in a clean state i.e. paint and Velcro left on the walls etc, and a few of their belongings remain. It is not known whether they plan to return to the building but have not returned any keys.  
It was agreed that as the Council has not heard from them a further letter will be sent to them. Cllr Clint to consider the wording. It was agreed to propose to full Council that the Council should endeavour to recover the outstanding funds on behalf of the Parishioners.

**6. Correspondence and any matters considered urgent - None**

**7. Date of next Executive Committee meeting – January 2021 – exact date to be confirmed.**

There being no further business the meeting closed at 7.51pm.