

**FINAL MINUTES OF THE EXTRAORDINARY MEETING OF PENNARD  
COMMUNITY COUNCIL HELD  
ON 10<sup>th</sup> Aug 2020  
VIA ZOOM AT 7.00PM**

**Present:** Cllr Susan Rodaway (Chair),SR©, Cllr Jeff Rogers,JR, Cllr Jean Marnell,JM, Cllr Sally Rogers,SR, Cllr Lynda James, LJ,Cllr Malcolm Sims,MS, Cllr Claire Whomes,CW, Cllr Emma Roberts,ER, Cllr Darran Hickery

**Also Present:** 1 Member of the Public who joined for the last part of the meeting.

**Apologies for Absence:** Cllr Wes Weeks WW, Cllr Arthur Rogers,AR, Cllr Ralph Cook RC, Cllr Angela M Brunt,AB,

**Declaration of Interest:** None

It was proposed to move point 2 to point 4.  
Proposed by SR seconded by JM 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 item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

**Proposed by SR© seconded by JR agreed by all**

**RECORDING STOPPED  
IN CAMERA RECORDING STARTED**

**1. 2020/152 To agree successful candidate to Admin Assistant Position**

The interviews which had taken place were discussed and it was agreed that all candidates were of a very high standard. One candidate was unanimously agreed on by the appointment committee. It was proposed that the Temporary Admin Assistant post be offered to this candidate, Ms North. The Clerk was asked to write to all the candidates thanking them for their time and interest in the post.

**Proposed by CW seconded by JM and agreed by all**

**2. 2020/153 To agree to un-furlough groundsman**

The Playground is now open and various weekly tasks need to be resumed bringing back the groundsman was discussed along with the potential Health and Safety issues around Covid-19. As he is the point of contact for many of the up and coming tasks, it was agreed that he be un-furloughed.

**Proposed DH Seconded JM agreed by all**

**3. 2020/154 To agree temporary refuse arrangement for playing field**

Due to Health and Safety issues caused by Covid-19, it was agreed there is a need for alternative arrangements to be made for the refuse in the playing field.

**Proposed by JR seconded by CW agreed by all**

## **IN CAMERA RECORDING STOPPED**

### **RECORDING STARTED**

Member of the Public joined the meeting but left soon left soon after due to technical problems

#### **4. 2020/155 To agree purchase of computer and office equipment for Admin Assistant**

Three laptops were compared and it was agreed to purchase an Acer Laptop from Currys costing £409

Proposed by JR seconded by CW agreed by all

It was also agreed to purchase MS office software if required

Proposed by DH seconded by JM agreed by all

The purchase of a new phone was discussed but to keep the cost down it was agreed that a £10 per month non contract plan be purchased for use by a spare phone made available by one of the councillors.

**Proposed by JR seconded by DH agreed by all.**

Once in post a home working risk assessment would be carried out to see if any other equipment was needed, it was proposed that plenary powers be given to the Covid Sub-Committee for this purchase if no Full Council meeting is planned in a suitable timeframe.

**Proposed by JR seconded by JM agreed by all**

**The meeting closed at 8.00pm**