### MINUTES of the proceedings at a Meeting of the

# POLICY & RESOURCES COMMITTEE

# WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM

# On TUESDAY 16<sup>TH</sup> JULY at 5:30pm

### PRESENT:

Councillors: Angela Glynn (Chairman presiding), J Holdom, V Joslin, P Bucknell, and M Dutton.

Town Clerk: L Meanley

Administration Assistant: K Lindsay

Public: None

	Action (initials)
MINUITES	

#### MINUTES

9	TO CONFIRM THE MINUTES OF THE MEETING HELD ON THE 7 <sup>TH</sup> MAY 2024 AND THE EXTRAORDINARY MEETING HELD ON 31 <sup>ST</sup> MAY	
	2024	
	The Minutes of the Policy and Resources Committee Meeting held on 7 <sup>th</sup>	
	May 2024, were on the proposition of Cllr Glynn, seconded by Cllr Bucknell	
	AGREED by all and signed by the Chairman.	
	The Minutes of the Extraordinary Policy and Resources Committee	
	Meeting held on 31st May 2024, were on the proposition of Cllr Glynn,	
	seconded by Cllr Bucknell AGREED by all and signed by the Chairman.	
10	APOLOGIES	
	Cllr Harrison	
11	DECLARATIONS OF INTEREST	
	None	
12	MATTERS ARISING FROM THE MINUTES OF 7 <sup>TH</sup> MAY AND 31 <sup>ST</sup> MAY	
	2024	
	None	
13	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE	
	MEETINGS HELD ON 17 <sup>TH</sup> MAY 2024 AND 17 <sup>TH</sup> JUNE 2024:	
	The minutes from 17 <sup>th</sup> May 2024 and 17 <sup>th</sup> June 2024 Finance	
	Subcommittee were received at Full Council on the 22 <sup>nd</sup> May 2024 and	
	26th June 2024, respectively.	
14	TO RECEIVE AND REVIEW POLICIES FOR UPDATE:	
	<ul> <li>Members Code of Conduct - Deferred until next meeting Cllr Glynn reviewing</li> </ul>	AG
	Biodiversity Policy – Clerk to amend the wording 'the council	Clerk
	uses' within the action plan section and refer to Full Council for	CICIN
	approval.	
	<ul> <li>Training and Development Policy - all agreed, refer to full</li> </ul>	Clerk
	council for approval. Clerk to look at what full council training is on	Cierk
	offer.	
	<ul> <li>Discipline and Grievance Policy - all agreed, refer to full council for approval.</li> </ul>	
	<ul> <li>Compliments and Complaints Policy - all agreed, refer to full</li> </ul>	

	council for approval.	
	• Dignity at Work Policy - all agreed, refer to full council for	
	approval.	
	<ul> <li>National Civility and Respect Pledge – all agreed, refer to full</li> </ul>	
	council. Cllr Holdom recorded reservations over the last point.	
	Health and Safety Policy - all agreed, refer to full council for	
	approval.	
	• Publication Scheme – all agreed to amend officer time to £20ph	
	and pass to full council for approval	
	<ul> <li>Records Retention Policy - all agreed, refer to full council for</li> </ul>	
	approval.	
15	TO AGREE THE COMMUNITY SURVEY QUESTIONS AND FORMAT	
	Draw from questions asked in the pilot and responses received. Agree	
	concept in July full council – questions to be finalised in August and	
	agreed at full council, survey to launch at the beginning of September,	
	online and paper copies. To be advertised in the Beacon and online –	
	website & Social media.	
16	TO MOVE THAT PUBLIC AND PRESS BE EXCLUDED FROM THE	
	MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE	
	PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960	
	On the proposition of Cllr Bucknell, seconded by Cllr Glynn moved that	
	the public and press be excluded from the meeting under the provisions	
	of section 1(2) of the public bodies (admission to meetings) act 1960.	
17	TO CONFIRM THE CONFIDENTIAL MINUTES OF THE POLICY AND	
	RESOURCES COMMITTEE MEETINGS HELD ON 7 <sup>TH</sup> MAY 2024 AND	
	31 <sup>sт</sup> МАҮ 2024	
	The confidential minutes Policy and Resources Committee for the 7 <sup>th</sup> May	
	2024 and 31 <sup>st</sup> May 2024 were on the proposition of Cllr Joslin, seconded	
	by Cllr Bucknell AGREED by all and signed by the Chairman.	
18	TO CONFIRM STAFF PROBATION AND PAY SCALES	
	One staff matter was discussed	
19	TO CONFIRM ADMIN ASSISTANT CANDIDATE START DATE AND	
_	SCP	
	One staff matter was discussed	
20	TO DISCUSS STAFF OVERTIME One matter was discussed	
21	TO DISCUSS NORFOLK MITIGATION FUND	
	One Matter was discussed	
22	TO MOVE INTO OPEN SESSION	
	On the proposition of Cllr Bucknell seconded by Cllr Glynn resolved the	
	Council moves into Open Session. DATE AND TIME OF NEXT MEETING	
23	Tuesday 17 <sup>th</sup> September at 17:30pm	
	The meeting closed at 19:07pm	
	<b>CONFIRMED</b> this day of 2024	
	CHAIRMAN	
	-	