MINUTES of the proceedings at a Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM

On TUESDAY 9th January 2024 at 5:30pm

PRESENT:

Councillors: J Holdom (Deputy Chairman presiding), P Bucknell, V Joslin, M Dutton and G Acheson.

Town Clerk: Lesley Meanley

Administration Assistant: Karen Lindsay

Public: None

		Action (initials)	
MINIITES			

MINUTES

44	TO CONFIRM THE MINUTES OF THE MEETING HELD ON THE 7 th	
	NOVEMBER 2023	
	The Minutes of the Policy and Resources Committee Meeting held on 7 th	
	November 2023, were on the proposition of Cllr Joslin, seconded by Cllr	
	Acheson AGREED by all and signed by the Chairman.	
45	APOLOGIES	
	Apologies were received from Cllr A Glynn.	
46	DECLARATIONS OF INTEREST	
	There were none.	
47	Matters arising from the Minutes of 7 th November 2023	
	There were none.	
48	TO RECEIVE THE MINUTES OF THE FINANCE SUB-	
	COMMITTEE MEETING:	
	The Minutes of the meeting held on 13 th November 2023 have been	
	accepted and ratified at Full Council meeting 22 nd November 2023 by all.	
	The minutes of the meeting held on the 11 th November 2023 have been	
	accepted and ratified at Full Council meeting 20th December.	
49	TO RECEIVE THE MINUTES OF THE HR SUB-	
	COMMITTEE MEETING HELD ON 5 th JANUARY 2024	
	The minutes for the 5 th January 2024 were received. Cllr Holdom noted	
	at minute 33 that for future reference enrollment percentage is not limited	
	but is taxable after £60,000.	
50	TO RECEIVE AND REVIEW POLICIES FOR UPDATE:	
	 Policy for advertising banners – Deferred to 5th March Meeting 	
	• Lone working risk assessment – Deferred to 5 th March Meeting	
	Green space and amenities policy- Deferred to 5 th March Meeting	
	 Reserves policy – Defer to Finance subcommittee. 	
	Clerk to add GDPR & Recruitment Policy to 5th March meeting	Clerk
51	TO RECEIVE DETAILS ON ADMINISTRATION AND OVERHEAD	
	COSTS RELEVANT TO BUDGET 2024-25 PREPARATION.	
1	None – already provided	

	TO CONSIDER THE INTERNAL CONTROLLERS TERMS OF REFERENCE	
	Defer to finance	
53	TO CONSIDER UPDATING BUSINESS PLAN Clerk to send out current plan and example document. Cllr Dutton to meet with Clerk to go through aphievements and outstanding actions from	Clerk
	with Clerk to go through achievements and outstanding actions from current plan. Additional meeting to discuss called for 13 th February 2024	Clerk
54	TO DISCUSS THE CCTV IN THE TOWN	
	Currently seeking costings, then will establish requirement	
55	TO REVIEW ARMISTICE DAY AND REMEMBRANCE SUNDAY	
	EVENTS	
	Some confusion on Armistice Day re speeches, consider dress rehearsal	
	in future. On Remembrance Sunday public allowed to gather where	.
	marchers stand. Clerk to discuss with RBL and 80 th D-Day events.	Clerk
56	TO CONSIDER NEW MEETING SCHEDULE	
	To facilitate NNDC Councillors attendance and realign Leisure &	
	Environment and Finance subcommittee.	
	First Monday of the month Development & Market	
	Second Tuesday of the month Leisure & Environment	
	Third Monday of the month Finance subcommittee Third Tuesday bimonthly Policy & Resources	
	Last Wednesday of the month Full Council	
	Clerk to draw up schedule from May for Full Council	Clerk
57	TO REVIEW THE WEBSITE PRIVACY NOTICE	CIGIN
57	Clerk to make amendments suggested	Clerk
58	TO MOVE THAT THE PUBLIC & PRESS BE EXCLUDED FROM THE	
50	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 Dutton 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.	
59	STAFF MATTERS	
00	No matters were discussed	
60	TO MOVE INTO OPEN SESSION	
00	On the proposition of Cllr Acheson seconded by Cllr Bucknell resolved the	
	Council moves into Open Session.	
61	DATE AND TIME OF NEXT MEETING	
	Tuesday 13th February 2024 at 14:30pm	
	The meeting closed at 19:15pm	
	CONFIRMED this day of 2024	