MINUTES of the proceedings at a Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM

On TUESDAY 20th MAY 2025 at 17:30

PRESENT:

Councillors: A Glynn (Chairman presiding), P Bucknell, V Joslin & M Dutton

Town Clerk: L Meanley

Public: None

MINUTES

80	**TO RECEIVE APOLOGIES FOR ABSENCE** Cllr L Harrison
81	**DECLARATIONS OF INTEREST** Cllr Josiln declared a nonpecuniary interest in allotments
82	**TO CONFIRM THE MINUTES OF THE POLICY AND RESOURCES MEETING HELD ON 18th MARCH 2025** The Minutes of the Policy and Resources Committee Meeting held on 18th March 2025, were on the proposition of Cllr Glynn, seconded by Cllr Joslin AGREED by all and signed by the Chairman.
83	**MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 18th MARCH 2025** None
84	**TO RECEIVE THE MINUTES OF THE FINANCE SUBCOMMITTEE MEETING HELD ON 17th MARCH 2025 AND 28th APRIL 2025** The minutes were noted
85	**TO RECEIVE THE MINUTES OF THE ALLOTMENT SUBCOMMITTEE MEETING HELD ON 8TH APRIL 2025** Ther minutes were noted
86	**TO RECEIVE AND REVIEW POLICIES AND RISK ASSESSMENTS FOR UPDATE:** • Procurement Policy – to include provision for preferred contractors – Cllrs resolved to recommend to the Policy & Resources Committee the approval of the Procurement Policy. – Cllrs asked for an amend to section 9 para 6 to remove the words try to and add where possible, then to be recommended to full Council for approval. • IT Policy – Cllrs asked that section 4 para 2 the word authorised be amended to Council and then to be recommended to Full Council • Fakenham Town Council Harassment Risk Assessment – all Cllrs agreed to recommend to Full Council for approval. • Fakenham Town Council Estate Risk Assessment - all Cllrs agreed to recommend to Full Council for approval. • Fakenham Town Council General Office Duties Risk Assessment - all Cllrs agreed to recommend to Full Council for approval. • Fakenham Town Council Thursday Market Risk Assessment - all Cllrs agreed to recommend to Full Council for approval.
87	**TO RECEIVE AND REVIEW 2025 UPDATED STANDING ORDERS**

	Amendment to be made to confirm co-option voting to be discussed in closed session, Co-option policy to be amended to reflect and go to Full Council. Amendments to include voting rights of committees, RFO as suitably qualified and committees appoint chairs. All agreed to go to Full Council with recommendations.
88	**TO MOVE 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** On the proposition of Cllr Bucknell seconded by Cllr Glynn RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that the Public & Press be excluded from the meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted.
89	**TO RECEIVE THE MINUTES OF THE HR SUBCOMMITTEE MEETING HELD ON 24TH APRIL 2025** The minutes were received and noted.
90	**TO MOVE INTO OPEN SESSION** On the proposition of Cllr Bucknell seconded by Cllr Glynn RESOLVED that the meeting moves into open session.
	The meeting closed at 18:07 pm **CONFIRMED** this day of 2025 **CHAIRMAN**