

MINUTES of the proceedings at a Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET AT FAKENHAM COMMUNITY CENTRE, OAK STREET, FAKENHAM

On WEDNESDAY 14TH JULY 2021 at 5:30pm

PRESENT:

Councillor G Foortse (Chairman, Presiding)

Cllrs: V Joslin, P Bucknell, M Dutton, G Acheson, A Glynn, J Rockett and J Holdom

Town Clerk: L Jennings

Public: None

		Action (initials)
MINUTES		
	The meeting was recorded to enable the Clerk to record accurate minutes	
1	MINUTES The Minutes of the Meeting held on 6 th April 2021 having been circulated were on the proposition of Cllr Foortse, seconded by Cllr Acheson, APPROVED and will be signed by the Chairman.	
2	APOLOGIES No apologies were received	
3	DECLARATIONS OF INTEREST There were none.	
4	MATTERS ARISING FROM THE MINUTES Minute 103 – Data Protection – The Clerk has arranged for two companies to act as Data Protection Officer should the need arise. On the proposition of Cllr Acheson, seconded by Cllr Griffiths that Cllrs Acheson, Dutton, Holdom and Campbell will form the Data Protection Sub Committee. All in favour. Minute 103 – Risk Management Policy - Cllr Joslin asked that the signature that Councillors should put at the bottom of their Town Council emails is sent. The Clerk will do this and also offer assistance to those Councillors who need guidance in doing this. Minute 106 – Bullying, Harassment and Dignity at Work Policy – this will be covered in agenda item 7. Cllr Acheson asked what arrangements have been made by North Norfolk District Council (NNDC) regarding the opening of the Connect Building after 19 th July 2021 when COVID restrictions are due to be lifted. The Clerk confirmed that the building will remain locked and that NNDC and Department for Work & Pensions (DWP) are working to appointment only access. The Chairman will inform all Town Councillors that the Connect Building is remaining closed. Council meetings will remain that all committee and subcommittee meetings will continue at the Community Centre and the Full Council meeting will continue at the Racecourse. This item will be an agenda item for future Full Council meetings.	Clerk
5	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETINGS HELD ON: 12 th April 2021 – approved at the Full Council meeting on 20 th April. 10 th May 2021 – approved at the Full Council meeting on 18 th May 2021. 14 th June 2021 - approved at the Full Council meeting on 15 th June 2021. 12 th July 2021 – the minutes had been circulated to Town Councillors to day to be approved at the Full Council meeting on 20 th July 2021.	
6	TO RECEIVE AND REVIEW THE INTERNAL AUDIT REPORT FOR 2020 – 2021 The Internal Auditor recommended that best practise is to set and record the Budget and the amount of the Precept no later than the December Full Council meeting. Items that are recommended at committee meetings must	

