## MINUTES of the proceedings at a Meeting of the

## **POLICY & RESOURCES COMMITTEE**

## WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM On TUESDAY 07th NOVEMBER 2023 at 17:30pm

## PRESENT:

Councillors: A Glynn (Chairman presiding), J Holdom, V Joslin, and G Acheson.

Town Clerk: Lesley Meanley

Public: None

		Action (initials)
	MINUTES	
24	TO CONFIDM THE MINUTES OF THE MEETING HELD ON THE 40TH	

	MINUTES	
31	TO CONFIRM THE MINUTES OF THE MEETING HELD ON THE 12 <sup>TH</sup> SEPTEMBER 2023  The Minutes of the Policy and Resources Committee Meeting held on 12 <sup>th</sup> September 2023, were on the proposition of Cllr Glynn, seconded by Cllr Holdom AGREED by all and signed by the Chairman.	
32	APOLOGIES Apologies were received from Cllrs M Dutton.	
33	DECLARATIONS OF INTEREST There were none.	
34	Matters arising from the Minutes of 25 <sup>th</sup> April 2023: Minute 23 - Clerk to circulate the Risk Management Policy to all Minute 20 (8) – A policy for advertising banners. It was noted that a lot of businesses have put up banners around the Town. These will be dealt with according to the advice from NCC Highways. Cllr Glynn to write policy based on current NCC advice.	Clerk
35	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETING: The Minutes of the meetings held on 18 <sup>th</sup> September 2023 have been accepted and ratified at Full Council meeting 27 <sup>th</sup> September 2023 by all. The meeting on the 16 <sup>th</sup> October 2023 was inquorate so all matters went straight to the full council meeting 25 <sup>th</sup> October 2023.	
36	TO RECEIVE THE MINUTES OF THE HR SUB-COMMITTEE MEETING HELD ON 03 <sup>rd</sup> OCTOBER 2023  The minutes for the 03 <sup>rd</sup> October 2023 were on the proposition of Cllr Glynn, seconded by Cllr Joslin received. The closing date was the 29 <sup>th</sup> October, applicants have been shortlisted and interviews are set for 10 <sup>th</sup> November 2023.	
37	TO RECEIVE AND REVIEW POLICIES FOR UPDATE: Standing Orders - Specifically amend S.O. 4e. iii. b. further to 4d.vi amendment. Cllr Holdom to send over wording. Cllr Glynn to ask Cllr Bucknell wishes to be on the committee.	JH/AG

	Lone Working Policy – All agreed with slight amendment to recommend to	Clerk
	full council.  Lone Working Risk Assessment – deferred to 9 <sup>th</sup> January Policy &	
	resources meeting.	
	Body Worn Camera policy – All agreed to recommend to full council.	
	Sickness Absence policy - All agreed with slight amendment to	Clerk
	recommend to full council.	
	Office Risk Assessment - All agreed to recommend to full council.  Green Space & Amenities Policy – deferred to 9 <sup>th</sup> January Policy &	
	resources meeting.	
38	TO RECEIVE DETAILS ON ADMINISTRATION AND OVERHEAD	
	COSTS RELEVANT TO BUDGET 2024-25 PREPARATION	<b>0</b> 1 1
	Clerk to seek costs or estimations ahead of next Finance meeting on the	Clerk
25	13 <sup>th</sup> November 2023	
39	TO CONSIDER THE INTERNAL CONTROLLERS TERMS OF	
	REFERENCE	JH/Clerk
	Cllr Holdom will send the clerk details of previous wordings. Clerk will draft a policy & terms of reference.	JH/Clerk
40	TO MOVE THAT THE PUBLIC & 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 Glynn, seconded by Cllr Acheson 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.	
41	STAFF MATTERS	
	One staff matter was discussed.	
42	TO MOVE INTO OPEN SESSION	
	On the proposition of Cllr Glynn seconded by Cllr Joslin resolved the Council moves into Open Session.	
43	DATE AND TIME OF NEXT MEETING	
73	Tuesday 9 <sup>th</sup> January 2023 at 5.30pm.	
	The meeting closed at 18.18pm	
	The meeting closed at 10. ropin	
	CONFIRMED this day of 2023	
	2020	
	CHAIRMAN	