



Fakenham Town Council

6th September 2022

I give notice that a Meeting of the **POLICY & RESOURCES COMMITTEE** of Fakenham Town Council will be held at the **Fakenham Connect Building, Oak Street, Fakenham NR21 9DY** on **TUESDAY 13th SEPTEMBER 2022 AT 5.30PM** to consider the items on the Agenda below

Yours faithfully

Granville Hawkes

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Town Clerk

AGENDA

In the interests of openness and transparency, Councillors and Members of the Public are reminded that the law permits any person to film, record, photograph or use Social Media in order to report on the proceedings of a meeting of the Council. The Council request anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

1. To confirm the Minutes of the Meeting held on 5th July 2022 (attached).
2. To receive Apologies for Absence.
3. Declarations of Interest: Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda.
4. Matters arising from the Minutes of 5th July 2022:
Minute 41 (29) – Bullying, Harassment and Dignity at Work Policy
5. To receive the minutes of the Finance Sub Committee meetings held on:
 - 11th July 2022 (attached)
 - 8th August 2022 (attached)

6. To review the voting system when co-opting a Councillor
7. To discuss and develop new policies:
 - E-mail policy
 - Traveller policy
8. To receive the Internal Auditors report and to discuss any arisings (attached).
 - Confirm actions completed on Recommendations 3,4,6 and 7b
9. To update the following Policies:
 - Standing Orders (attached)
 - Records Retention policy
 - GDPR policy
 - Councillor - Officer protocol
10. To consider/review/discuss arrangements for Remembrance Day event
11. 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.
12. Staff Matters
13. Town Council Accommodation.
14. To move into open session.
15. To note the date and time of the next meeting Tuesday 8th November 2022