

MINUTES of the proceedings at a Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM

On TUESDAY 10th DECEMBER 2023 at 5:30pm

PRESENT:

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

Town Clerk: Granville Hawkes

Public: None

		Action (initials)
MINUTES		
71	MINUTES The Minutes of the Policy and Resources Committee Meeting held on 8 th November 2022, were AGREED and ratified at the Full Council meeting on 23 rd November 2022 by all and signed by the Chairman.	
72	APOLOGIES Apologies were received from Cllr Dutton	
73	DECLARATIONS OF INTEREST There were none.	
74	MATTERS ARISING FROM THE MINUTES Minute 67 (56) – Traveller policy- Cllr Glynn reported that following a visit with the Clerk we will need to do some bunding work at Aldiss Park, some fencing at Trap Lane and install two metal gates and posts at each park entrance. A costed proposal will come forward. There will be further liaison with the Police and NNDC. Also noted was the poor condition of the Aldiss Park car park. Minute 67 (57) – Internal Auditors report rec 3 – the Clerk confirmed this had been implemented. Minute 67 (58) – Records retention policy/GDPR information audit – the GDPR policy needs to be reviewed. The Clerk has prepared a records retention policy for review at the next meeting Minute 69 – Annual staff appraisals – the Clerk will complete before the next meeting.	Clerk Clerk
75	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETING: The Minutes of the meetings held on 14 th November 2022 and 12 th December having been circulated, were AGREED by all parties and signed by the Chairman having been accepted and ratified at Full Council on 23 rd November 2022.	
76	TO RECEIVE 2023-2024 BUDGET PROPOSAL AND CONFIRM PRECEPT DEMAND Members agreed for Cllrs Dutton and Holdom to liaise and confirm final figures to the Clerk for ratification at Full Council.	
77	TO RECEIVE INTERIM INTERNAL AUDIT REPORT Members received the report and the Clerk confirmed that any issues had been implemented.	
78	TO REVIEW AND CLARIFY STANDING ORDER 4D vi and vii The Clerk confirmed the amendment had been made and will circulate	

	to all members.	
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