

MINUTES of the proceedings at a Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM

On TUESDAY 4th OCTOBER 2022 at 5:30pm

PRESENT:

Councillor A Glynn (Chairman, Presiding)

Cllrs: J Holdom, V Joslin and M Dutton.

Deputy Town Clerk: Ann Kerrison

Public: One

		Action (initials)
MINUTES		
50	MINUTES The Minutes of the Policy and Resources Committee Meeting held on 5 th July 2022, were AGREED and ratified at the Full Council meeting on 27 th September 2022 by all and signed by the Chairman.	
51	APOLOGIES Apologies were received from Cllr Foortse	
52	DECLARATIONS OF INTEREST There were none.	
53	MATTERS ARISING FROM THE MINUTES Minute 41(29) – Bullying, Harassment and Dignity at Work Policy – Cllr Glynn will look at the current policy and discuss with Cllr Bucknell. She will report back to the next P&R meeting	AG
54	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETINGS HELD ON: The Minutes of the meeting held on 11 th July 2022 having been circulated, were AGREED by all parties and signed by the Chairman having been accepted and ratified at Full Council on 27 th September 2022. The minutes of the meeting held on 8 th August 2022 will be presented at the Finance sub-committee meeting on 10 th October 2022 and then at the next P&R meeting.	
55	TO REVIEW THE VOTING SYSTEM WHEN CO-OPTING A COUNCILLOR On the proposition of Cllr Joslin, seconded by Cllr Holdom and agreed by all, that the proposed update to standing orders be accepted. Co-option of a Councillor should be by secret ballot.	
56	TO DISCUSS AND DEVELOP NEW POLICIES Email Policy After discussion regarding the proposed policy, it was agreed that Cllr Glynn would re-order the policy and reference the IT policy. Traveller policy More information is needed before the policy can be completed. Cllr Glynn is seeking information from NNDC, NCC and the police. Money would need to be made available in the budget for revising security of the estate. It was agreed to wait until after the meeting with the police and MP before taking the policy forward.	AG
57	TO RECEIVE THE INTERNAL AUDITORS REPORT – confirm actions completed for Recommendations 3,4,6,& 7b Recommendation 3 - This item was covered at the finance subcommittee meeting 10 th January 2022, steps are being taken by the Council to ensure compliance during the year 2022/2023. This is to be clarified and the Deputy Clerk to action.	Deputy clerk

	<p>Recommendation 4 – The Finance Committee agreed this point at a meeting on the 7th February 2022 then adopted by Full Council on 15th February 2022, reference to the Clerk in Financial regulations 6.15 should be removed. Cllr Dutton is dealing with this.</p> <p>Recommendation 6 - <i>The Council should compare the items listed in the Asset Register with the Insurance Schedules to ensure that all appropriate assets continue to receive adequate cover.</i> It was agreed that this should be addressed when the insurance policy is up for renewal.</p> <p>Recommendation 7b - The Council agreed and adopted at the 18th January 2022 meeting. The deputy Clerk confirmed that FRGC agendas and minutes are added to the website.</p>	<p>MD</p> <p>Clerk</p>
58	<p>TO UPDATE THE FOLLOWING POLICIES</p> <p>Standing Orders – Cllr Dutton is dealing with the recommendation from the auditor.</p> <p>The members discussed the current timings of meetings. It was agreed that from November 2022, pending agreement at Full Council in October, Full Council meetings should start at 6pm and be on the 4th Wednesday of the month at a venue to be determined except in December when it will be held on the 3rd Wednesday of the month, L&E should be on the 3rd Tuesday of the month, D&M on the first Monday of the month, Finance on the 3rd Monday of the month, P&R and Allotments on the 2nd Tuesday of the month.</p> <p>Records retention – This will be reviewed and if necessary updated before the next meeting.</p> <p>GDPR-The information Audit needs to be completed before the policy can be reviewed.</p> <p>Councillor Officer Protocol – It was agreed that this should be accepted.</p>	<p>MD</p> <p>Clerk</p> <p>Clerk</p>
59	<p>TO CONSIDER/REVIEW/DISCUSS ARRANGEMENTS FOR REMEMBRANCE DAY EVENT</p> <p>Cllr Glynn explained that this is all in hand following a meeting with Col James from the RBL, for the Sunday remembrance event.</p> <p>The event on 11th November is also in hand. Cllr Glynn will speak to the new Vicar about being involved in this event</p>	AG
60	<p>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.</p> <p>On the proposition of Cllr Glynn, seconded by Cllr Joslin 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.</p>	
61	<p>STAFF MATTERS</p> <p>Cllr Glynn reported on the position regarding the appointment of a new Clerk.</p>	
62	<p>TOWN COUNCIL ACCOMODATION</p> <p>Cllr Glynn gave an update.</p>	
63	<p>TO MOVE INTO OPEN SESSION</p> <p>On the proposition of Cllr Glynn seconded by Cllr Joslin RESOLVED the Council moves into Open Session.</p>	
	<p>DATE AND TIME OF NEXT MEETING</p> <p>8th November 2022 at 5.30pm.</p>	
	<p>The meeting closed at 6.45pm</p> <p>CONFIRMED this day of 2022</p> <p style="text-align: right;">CHAIRMAN</p>	