

MINUTES of the proceedings at a Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM

On TUESDAY 25th APRIL 2023 at 5:30pm

PRESENT:

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

Deputy Town Clerk: A Kerrison

Public: None

		Action (initials)
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MINUTES

84	MINUTES The Minutes of the Policy and Resources Committee Meeting held on 10 th January 2023, were AGREED and ratified at the Full Council meeting on 22 nd February 2023 by all and signed by the Chairman.	
85	APOLOGIES Apologies were received from Cllrs Griffiths, Acheson and Foortse.	
86	DECLARATIONS OF INTEREST There were none.	
87	MATTERS ARISING FROM THE MINUTES Minute 74 – Email policy see minute 90 below. Traveler policy – It was agreed that a policy was not needed but further measures need to be put in place to deter unauthorised incursions. Minute 74 – GDPR & records retention policy – see minute 90 below. Minute 74 – Annual Staff Appraisals – One of the groundsmens appraisals is complete. The other and the Deputy Clerk will have theirs in the next few days. The reports will be available before the Internal Audit on 22 nd May. Minute 78 – Revised Standing orders – the revised orders need circulating to everyone and the most up to date version posted on the website.	Clerk Deputy Clerk
88	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETING: The Minutes of the meetings held on 16 th January, 13 th February and 13 th March 2023 have all been accepted and ratified at Full Council meetings, the minutes of the meeting held on 17 th April 2023 having been circulated, on the proposition of Cllr Holdom, seconded by Cllr Glynn were AGREED by all parties and will be put forward for ratification at Full Council on 26 th April 2023.	

89	<p>TO RECEIVE THE MINUTES OF THE HR SUB-COMMITTEE MEETING HELD ON 19TH APRIL 2023</p> <p>The minutes were not yet available and will be on the agenda for the next P&R meeting.</p>	Clerk
90	<p>TO RECEIVE AND REVIEW POLICIES FOR UPDATE</p> <p>GDPR & Records Retention policy – The Clerk is to be asked for the updated records retention policy. It was agreed that the Clerk needs to make a statement at a Full Council meeting of the new council about the impact of GDPR and also regarding all the policies of the Council. All policies should be reviewed on an annual basis over the course of the year.</p> <p>Email policy – The policy should make reference to all emails sent from FTC accounts carrying a disclaimer. Emails should only be sent during the working week.</p> <p>Risk Management Policy – It was agreed that to receive and adopt the policy subject to the Clerks details being updated.</p> <p>Code of conduct – This needs reference to the Nolan principles added in the last sentence of the introduction to read “The Code of conduct is based on the Nolan basic principles of public life 1995 from the committee on standards, of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.”</p> <p>Member officer protocol – An additional section needs adding after 2.6, numbered 2.7 to read “Employees are employed by Council as a whole and directed by the Council body.” The current section 2.7 is to be renumbered 2.8.</p> <p>All the above policies have been received and reviewed and will be recommended at Full Council pending the minuted amendments.</p>	<p>Deputy Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Deputy Clerk</p> <p>Deputy Clerk</p> <p>Deputy Clerk</p>
91	<p>TO RECEIVE AN ENQUIRY REGARDING THE DISPOSAL OF AN ASSET.</p> <p>A request has been received to purchase the chair in the Clerks office. It was agreed to recommend this to Full Council provided the purchase price was sufficient to buy a replacement chair for the incoming Clerk. The Deputy Clerk will find the original invoice.</p>	Deputy Clerk
92	<p>TO CONFIRM NOVEMBER INTERIM AUDIT REPORT RECOMMENDATIONS ARE COMPLETED</p> <ol style="list-style-type: none"> 1. The Clerk and Accounts Assistant have been holding regular monthly meetings. 2. The data protection sub-committee has met, and the policy reviewed at this meeting. 3. Reference to the previous Clerk have been removed from the privacy notice on the website. 	
93	<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 Joslin, seconded by Cllr Glynn 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>	

