

**MINUTES of the proceedings at a Meeting of the**

**POLICY & RESOURCES COMMITTEE**

**WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM**

**On TUESDAY 5<sup>th</sup> JULY 2022 at 5:30pm**

**PRESENT:**

Councillor A Glynn (Chairman, Presiding)

Clrs: G Acheson J Griffiths, J Holdom, and J Rockett.

Town Clerk: Granville Hawkes

Public: None

		Action (initials)
<b>MINUTES</b>		
<b>38</b>	<b>MINUTES</b> On the proposition of Cllr Glynn, seconded by Cllr Holdom, the Minutes of the Policy and Resources Committee Meeting held on 11 <sup>th</sup> January 2022, were AGREED by all and signed by the Chairman.	
<b>39</b>	<b>APOLOGIES</b> Apologies were received from Cllr Joslin and Thorpe.	
<b>40</b>	<b>DECLARATIONS OF INTEREST</b> There were none.	
<b>41</b>	<b>MATTERS ARISING FROM THE MINUTES</b> <b>Minute 29 – Bullying, Harassment and Dignity at Work Policy</b> – the Clerk and Deputy Clerk have met with Cllr Bucknell. However there has been no apparent progress following this meeting. Members agreed that this should be an agenda item for the next Policy and Resources meeting, when a formal policy should ready for agreement, the Clerk will follow up.	<b>Clerk</b>
<b>42</b>	<b>TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETINGS HELD ON:</b> The Minutes of the following meetings held on 7 <sup>th</sup> February 2022, 7 <sup>th</sup> March 2022, 11 <sup>th</sup> April 2022, 9 <sup>th</sup> May 2022, and 13 <sup>th</sup> June 2022 having been circulated, on the proposition of Cllr Holdom, seconded by Cllr Acheson, were AGREED by all parties and signed by the Chairman.	
<b>43</b>	<b>TO REVIEW THE VOTING SYSTEM WHEN CO-OPTING A COUNCILLOR</b> On the proposition of Cllr Glynn, seconded by Cllr Holdom, it was AGREED by all for the NALC papers and a draft policy be available for the next agenda of the Policy and Resources meeting. Cllr Glynn will draft a policy.	<b>Cllr Glynn</b>
<b>44</b>	<b>TO DISCUSS AND DEVELOP AN EMAIL POLICY</b> Cllr Glynn commented that in recent months there has been an increasing number of unsolicited emails circulating around to all members when perhaps these should be going through the Town Clerk. On the proposition of Cllr Glynn, seconded by Cllr Acheson, and Agreed by all that a draft policy be available for the next Policy and resources Committee meeting.	<b>Clerk</b>
<b>45</b>	<b>TO RECEIVE THE INTERNAL AUDITORS REPORT</b> <b>Recommendation 1</b> – <i>The Council should consider formally receiving and readopting the Councillors Code of Conduct each year.</i> This was agreed by the Policy and resources committee meeting 11 <sup>th</sup> January 2022 and implemented at the Annual meeting of the Council on 17 <sup>th</sup> May 2022 <b>Recommendation 2</b> - This item was covered at the finance subcommittee meeting on 7 <sup>th</sup> February 2022 and a reserves Policy adopted by Full Council on 15 <sup>th</sup> February 2022.	

