MINUTES of the proceedings at a Meeting of the

EXTRAORDINARY POLICY & RESOURCES COMMITTEE

WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM

On FRIDAY 31st MAY AT 4.00pm

PRESENT:

Councillors: Angela Glynn (Chairman presiding) M Dutton, J Holdom, V Joslin, P Bucknell and J Rockett.

Town Clerk: Lesley Meanley

Public: None

		Action (initials)

MINUTES

1	**APOLOGIES** None	
2	**DECLARATIONS OF INTEREST** None	
3	**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** On the proposition of Cllr Bucknell, seconded by Cllr Acheson 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.	
4	**TO CONFIRM THE RFO JOB DUTIES** RFO job duties were discussed	
5	**TO CONFIRM THE RFO CONTRACT** Salary scale point was agreed	
6	**TO CONFIRM THE ADMIN ASSISTANT CONTRACT** One role and the procedure to follow were agreed	
7	**TO MOVE INTO OPEN SESSION** On the proposition of Cllr Bucknell seconded by Cllr Joslin resolved the Council moves into Open Session.	
8	**DATE AND TIME OF NEXT MEETING** Tuesday 16TH July at 17:30pm	
	The meeting closed at 17:05pm **CONFIRMED** this day of 2024 **CHAIRMAN**	