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

**POLICY & RESOURCES COMMITTEE**

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

**On TUESDAY 18th MARCH 2025 at 17:30**

**PRESENT:**

Councillors: A Glynn (Chairman presiding), P Bucknell, V Joslin & M Dutton

Town Clerk: L Meanley

Public: None

**MINUTES**

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| **71** | **TO RECEIVE APOLOGIES FOR ABSENCE**<br>Cllr Harrison |
| **72** | **DECLARATIONS OF INTEREST**<br>None |
| **73** | **TO CONFIRM THE MINUTES OF THE POLICY AND RESOURCES MEETING HELD ON 8th JANUARY 2025**<br>The Minutes of the Policy and Resources Committee Meeting held on 8th January 2025, were on the proposition of Cllr Glynn, seconded by Cllr Bucknell AGREED by all and signed by the Chairman. |
| **74** | **MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 8th JANUARY 2025**<br>None |
| **75** | **TO RECEIVE THE MINUTES OF THE FINANCE SUBCOMMITTEE MEETING HELD ON 20TH JANUARY 2025 AND 17TH FEBRUARY 2025**<br>Noted - Both received at Full Council meetings. |
| **76** | **TO RECEIVE AND REVIEW POLICIES FOR UPDATE:**<br>• Scheme of Delegation & Standing Committees Terms of Reference – Cllrs agreed to recommend to Full Council for approval with amendment to Facilities & Amenities Committee 2.4 - All councillors unless sanctions imposed will be able to attend Facilities and Amenities to debate and have full involvement including voting rights on all matters.<br>Full Council to agree Full Council and both standing committee meeting start times.<br>• Press and Media Policy – all agreed to recommend to Full Council<br>• Grants Awards Policy and Application Form – All agreed to recommend to Full Council and to amend to include Market Tolls grants<br>• Access to Information Policy – All agreed to recommend to Full Council<br>• Strategic Objectives plan 2025-2028 – All agreed to recommend to Full Council after Clerk makes small amends.<br>• To recommend that a working group be establish in late summer to review the plan ahead of 2026/27 budget considerations starting in October 2025. |
| **77** | **TO NOTE STAFF TRAINING AND REQUIREMENTS**<br>Staff training was noted. The Clerk advised that Emergency First aid required for grounds men as well as possibly highways signage training. |

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| **78** | **TO CONSIDER STAFF OVERTIME FOR THE VE 80TH EVENT.**<br><br>The clerk advised that the weather would alter finish times – whilst the event is scheduled to finish at 18:30 if inside, less to pack away. Deputy Clerk to work out some guiding figures but expect no more than 10 hours of overtime spread across staff to allow for clearing down. |
| **79** | **DATE AND TIME OF NEXT MEETING**<br>20th May 2025 at 17:30pm |
| | The meeting closed at 18:29 pm<br><br>**CONFIRMED** this day of 2025<br><br>**CHAIRMAN** |