



## Fakenham Town Council

27<sup>th</sup> February 2024

I give notice that a Meeting of the **POLICY & RESOURCES COMMITTEE** of Fakenham Town Council will be held at the **Fakenham Connect Building, Oak Street, Fakenham NR21 9DY** on **TUESDAY 5<sup>th</sup> MARCH 2024 AT 5:30PM** to consider the items on the Agenda below

Yours faithfully  
**Lesley Meanley**  
Lesley Meanley  
Town Clerk

## AGENDA

In the interests of openness and transparency, Councillors and Members of the Public are reminded that the law permits any person to film, record, photograph or use Social Media in order to report on the proceedings of a meeting of the Council. The Council request anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

1. To confirm the Minutes of the Meeting held on 13<sup>th</sup> February 2024 (attached).
2. To receive Apologies for Absence.
3. Declarations of Interest: Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda.
4. Matters arising from the Minutes of 13<sup>th</sup> February 2024:
  - Minute 65 (54) -To discuss the CCTV in the Town
  - Minute 67 – To consider a new community Engagement plan and new business plan
5. To receive the minutes of the Finance Sub Committee meetings held on:
  - 19<sup>th</sup> February 2024

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Website: [www.fakenhamtowncouncil.gov.uk](http://www.fakenhamtowncouncil.gov.uk)  
Town Clerk: Lesley Meanley

6. To receive and review policies for update:
  - Lone working risk assessment
  - Green spaces and amenity policy
  - Recruitment policy
  - Meeting recording policy
  - Standing orders
7. To review existing policies and practices around what is recorded in the minutes of meetings
8. To review how debates and decisions are published
9. 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.
10. To receive the minutes of the HR Sub Committee meeting 21<sup>st</sup> February 2024
12. Staff Matters
13. To move into open session.
14. To note the date and time of the next meeting 7<sup>th</sup> May 2024