

**MINUTES of the proceedings at a Meeting of the
POLICY & RESOURCES COMMITTEE**

WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM

On TUESDAY 8TH NOVEMBER 2022 at 5:30pm

PRESENT:

Councillors: A Glynn (Chairman presiding), G Acheson, J Holdom, V Joslin, and M Dutton

Town Clerk: Granville Hawkes

Public: None

		Action (initials)
MINUTES		
64	MINUTES The Minutes of the Policy and Resources Committee Meeting held on 4 th October 2022, were AGREED and ratified at the Full Council meeting on 18 th October 2022 by all and signed by the Chairman.	
65	APOLOGIES Apologies were received from Cllr Foortse & Bucknell.	
66	DECLARATIONS OF INTEREST There were none.	
67	MATTERS ARISING FROM THE MINUTES Minute 53 (41,29) – Bullying, Harassment and Dignity at Work Policy – Cllr Holdom presented a revised policy which on the proposal of Cllr Glynn, seconded by Cllr Acheson, was agreed by all. Minute 56 – Email & Traveller policy- the Clerk presented an email policy which on the proposal of Cllr Acheson, seconded by Cllr Joslin, was agreed by all subject to an additional sentence regarding the practice of Councillors circulating emails to every other Councillor. Traveller policy – Cllr Glynn will arrange a site visit to the estate and prepare a protocol rather than a policy. Minute 57 – Internal Auditors report rec 3 – a routine for loading monthly payments & receipts on the FTC website will be established by the Clerk Minute 57 – Internal auditors report rec 7b – agreed that this can be removed from the agenda. Minute 58 – Records retention policy/GDPR information audit – the Clerk will review this item as the retention procedure is included within the GDPR policy.	Clerk Clerk AG Clerk Clerk
68	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETING: The Minutes of the meeting held on 10 th October 2022 having been circulated, were AGREED by all parties and signed by the Chairman having been accepted and ratified at Full Council on 18 th October 2022. The Finance sub committee meeting advertised for the 12 th September 2022 was cancelled due to the mourning period for the Queen.	
69	TO CONSIDER ARRANGEMENTS FOR ANNUAL STAFF APPRAISALS The staff appraisals will be completed by the Clerk by the end of the year.	
70	TO DISCUSS OVERHEAD EXPENDITURE ITEMS FOR 2023-24 BUDGET. The relevant budget lines were discussed and agreed, updated on the budget master spreadsheet which will be maintained by Cllr Dutton.	

