13th March 2025

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 20th May 2025 AT 17:30

to consider the items on the Agenda below

Yours faithfully

Lesley Meanley

Lesley Meanley
Town Clerk

A G E N D A

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 receive Apologies for Absence.

2. 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.

3. To confirm the minutes of the Policy and Resources meeting held on 18th March 2025.

4. Matters arising from the minutes of the meetings held on 18th March 2025.

5. To receive the minutes of the Finance subcommittee meeting held on 17th March 2025 and 28th April 2025

6. To receive the minutes of the Allotment subcommittee meeting held on 8th April 2025.

7. To receive and review policies and risk assessments for update

   - Procurement Policy – to include provision for preferred contractors – Cllrs resolved to recommend to the Policy & Resources Committee the approval of the Procurement Policy.
   - IT Policy
   - Fakenham Town Council Harassment Risk Assessment
   - Fakenham Town Council Estate Risk Assessment
   - Fakenham Town Council General Office Duties Risk Assessment
   - Fakenham Town Council Thursday Market Risk Assessment

8. To receive and review 2025 updated standing orders

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 subcommittee meeting held on 24th April 2025.

11. To move into open session.

Fakenham Connect, Oak Street, Fakenham, Norfolk NR21 9DY
Tel: 01328 853653
Email: info@fakenhamtowncouncil.gov.uk
Website: www.fakenhamtowncouncil.gov.uk
Town Clerk: Lesley Meanley