

MINUTES of the proceedings at a Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM

On TUESDAY 9TH NOVEMBER 2021 at 5:30pm

PRESENT:

Councillor G Foortse (Chairman, Presiding)

Cllrs: M Dutton, G Acheson, G Thorpe and J Holdom

Town Clerk: L Jennings

Public: None

		Action (initials)
MINUTES		
13	MINUTES The Minutes of the Meeting held on 6 th April 2021 having been circulated were on the proposition of Cllr Foortse, seconded by Cllr Acheson, APPROVED and will be signed by the Chairman.	
14	APOLOGIES Apologies were received from Cllr Glynn	
15	DECLARATIONS OF INTEREST There were none.	
16	MATTERS ARISING FROM THE MINUTES Minute 7 – Bullying, Harassment and Dignity at Work Policy – this item is deferred to the next meeting. Minute 8 – Charter Market becoming a Charity – an Extraordinary Full Council meeting will be arranged to discuss this item and the Town Council accommodation. This will be arranged for January/February 2022.	PB/Clerk /Deputy Clerk Clerk
17	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETINGS HELD ON: The Minutes of the Meeting held on 13 th September 2021 having been circulated were on the proposition of Cllr Holdom, seconded by Cllr Foortse, APPROVED. The Minutes of the Meeting held on 18 th October 2021 having been circulated were on the proposition of Cllr Holdom, seconded by Cllr Foortse, APPROVED.	
18	TO DISCUSS THE CCTV CONTRACT FOR 2022/2023 The contract will for the CCTV maintenance provision is due for renewal 1 st April 2022. The system needs to have an alert to the Council office whenever a camera fails. Delegated authority to approve this contract is requested by the Finance subcommittee and will be discussed at the next Full Council meeting	CLERK
19	TO DISCUSS A BUDGETRY REQUIREMENTS FOR 2022/2023 The draft budget was discussed with minor amendments made. This will now be submitted to the L & E committee. The Clerk will get costs for a newer tractor.	Clerk
20	TO RECEIVE AN UPDATE ON VENUES FOR MEETINGS All committee and subcommittee meetings are now held in the Council Chamber at the Connect Building. Full Council meetings will continue to be held at the Racecourse or another suitable venue.	
21	TO UPDATE THE FOLLOWING POLICIES On the proposition of Cllr Acheson, seconded by Cllr Foortse the Special Leave Policy, the Sickness & Absence Policy and the Discipline & Grievance Policy are all approved. All in favour. On the proposition of Cllr Acheson, seconded by Cllr Foortse that the Health & Safety Policy is accepted in principle subject to review. All in favour. The Pension Policy was also discussed and approved.	

	As this is not an agenda item this will be formally adopted at the next Full Council meeting.	
22	TO MOVE THAT THE PUBLIC & 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 Acheson seconded by Cllr Thorpe RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted	
23	STAFF MATTERS A letter will be sent to the part time Groundsman offering him the opportunity to join the NEST pension scheme.	
24	TOWN COUNCIL ACCOMODATION This is progressing.	
25	TO MOVE INTO OPEN SESSION On the proposition of Cllr Holdom seconded by Cllr Thorpe RESOLVED the Council moves into Open Session.	
	DATE AND TIME OF NEXT MEETING To be confirmed.	
	The meeting closed at 6.35pm CONFIRMED this day of 2021 CHAIRMAN	