MINUTES of the proceedings at a Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM

On TUESDAY 5th March at 5:30pm

PRESENT:

Councillors: Angela Glynn (Chairman presiding) J Holdom, V Joslin, G Acheson and J

Rockett.

Town Clerk: Lesley Meanley

Administration Assistant: Karen Lindsay

Public: None

	Action
	(initials)

MINUTES

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73	TO CONFIRM THE MINUTES OF THE MEETING HELD ON THE 13th		
	FEBRUARY 2024		
	The Minutes of the Policy and Resources Committee Meeting held on 13th		
	February 2024, were on the proposition of Cllr Glynn, seconded by Cllr		
7.4	Joslin AGREED by all and signed by the Chairman.		
74	APOLOGIES Clir Bucknell & Clir Dutton		
75	DECLARATIONS OF INTEREST		
	There were none.		
76	MATTERS ARISING FROM THE MINUTES OF 13th February 2024		
	Minute 65 (54) - To discuss the CCTV in the Town The Office has		
	spoken to the police and sent a list of questions and data required, as well		
	as asking for potential meeting dates. Awaiting response		
	Minute 67 – To consider a new Community Engagement Plan and		
	new Business Plan – Pilot community engagement questionnaire planed		
	for 21st March in the market.		
77	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE		
	MEETING:		
	The minutes from 19 th February 2024 Finance Subcommittee were received at Full council on the 28 th February.		
78	TO RECEIVE AND REVIEW POLICIES FOR UPDATE:		
78	Lone working risk assessment – The Lone Working Risk Assessment		
	has morphed into an estate working risk assessment which was on the		
	proposition of Cllr Acheson, seconded by Cllr Glynn and agreed by all to		
	go to full council.		
	Green spaces and amenity policy - Deferred.		
	Recruitment policy – Deferred.		
	Meeting recording policy - Debate on the advantages/disadvantages of		
	recording meetings.		
	Meeting Chairs to ensure closed session used appropriately.		
	For the audio recording of each meeting in open session and the audio		
	file uploaded to FTC website. The closed session to be recorded for the		
	sole purpose of producing draft minutes; Cllrs can listen to the recording,		

	upon request, prior to deletion. To be put forward to Full Council on the	
	proposition of Cllr Glynn, seconded by Cllr Acheson.	
	Standing orders – Office had identified some areas that needed	
	tightening – will send out Standing orders to all ahead of Full Council with	
	new proposed wording.	
79	TO REVIEW EXISTING POLICIES AND PRACTICES AROUND WHAT	
	IS RECORDED IN THE MINUTES OF MEETINGS Meeting Chair and Clerk will ensure that any propositions, resolutions or	
	motions are recorded.	
00	TO REVIEW HOW DEBATES AND DECISIONS ARE PUBLISHED	
80	Covered under minute 78	
81	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	
	On the proposition of Cllr Acheson, seconded by Cllr Joslin moved that	
	the public and press be excluded from the meeting under the provisions	
	of section 1(2) of the public bodies (admission to meetings) act 1960.	
82	TO RECEIVE THE MINUTES OF THE HR SUB-COMMITTEE MEETING	
	HELD ON 21 ST FEBRUARY 2024	
	The minutes for the 21st February 2024 were on the proposition of Cllr	
	Joslin, seconded by Cllr Glynn received. Cllr Holdom lodged an objection	
	to Cllr Dutton bringing minute 46 to the HR meeting.	
	Cllr Rockett left the meeting	
83	STAFF MATTERS	
	One matter around grounds maintenance recruitment was discussed.	
84	TO MOVE INTO OPEN SESSION	
	On the proposition of Cllr Glynn seconded by Cllr Acheson resolved the	
	Council moves into Open Session.	
85	DATE AND TIME OF NEXT MEETING	
	Tuesday 7 th May at 5:30pm	
	The meeting closed at 4:06pm	
	CONFIRMED this day of 2024	
	CHAIRMAN	
	CHAIRMAN	