MINUTES of the proceedings at a Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM

On TUESDAY 17TH SEPTEMBER at 5:30pm

PRESENT:

Councillors: A Glynn (Chairman presiding), J Holdom, V Joslin and P Bucknell.

Deputy Town Clerk: A Kerrison

Administration Assistant: K Lindsay

Public: None

MINUTES

28	**TO CONFIRM THE MINUTES OF THE MEETING HELD ON THE 16TH JULY 2024 AND THE EXTRAORDINARY MEETING HELD ON 13TH AUGUST 2024** The Minutes of the Policy and Resources Committee Meeting held on 16th July 2024, were on the proposition of Cllr Holdom, seconded by Cllr Bucknell AGREED by all and signed by the Chairman. The Minutes of the Extraordinary Policy and Resources Committee Meeting held on 13th August 2024, were on the proposition of CllrHoldom, seconded by Cllr Bucknell AGREED by all and signed by the Chairman.
29	**APOLOGIES** Cllr Dutton
30	**DECLARATIONS OF INTEREST** None
31	**MATTERS ARISING FROM THE MINUTES OF 16TH JULY AND 13TH AUGUST 2024** None
32	**TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETINGS HELD ON 15THJULY 2024 AND 31ST JULY 2024:** These were noted.
33	**TO RECEIVE AND REVIEW POLICIES FOR UPDATE:** • **Councillor Email Policy –** all agreed, refer to Full Council for approval. • **Press & Media Policy-** Paragraph 4– contact with the media, item 4 - needs amending to include when a Councillor is asked a direct question by a member of the media. Full Council may also give authority for a Councillor to speak on their behalf. **ACTION: Cllr Glynn to provide wording for the amendment** • **Community Engagement Policy -** all agreed, refer to Full Council for approval. • **Co-option Policy-** all agreed, refer to Full Council for approval. • **Member's Code of Conduct Policy -** all agreed, refer to Full Council for approval.

34	**TO DISCUSS MARKET TOLLS EXPENDITURE** After discussion, on the proposition of Cllr Holdom, seconded by Cllr Glynn, it was agreed to recommend to Full Council that 25% of the yearly Market income should be recharged to FTC. This should be in the form of a quarterly payment to the Market Tolls deposit account and then a yearly transfer to FTC. **ACTION: Deputy Clerk to add to Full Council agenda.**
35	**TO RECEIVE THE CLERK'S APPRAISAL FOR 2023/24** A detailed report needs to be submitted to the HR committee who can decide whether anything needs to be discussed at P&R. **ACTION: Cllr Glynn to provide a detailed report and Deputy Clerk to convene a meeting of the HR committee.**
36	**TO DISCUSS STAFF RENUMERATION FOR OUT OF HOURS WORKING** Staff remuneration for out of hours and on-call work needs to be covered in a policy submitted for discussion by the HR committee. **ACTION: Clerk to construct a policy for discussion at the next HR meeting.**
37	**TO DISCUSS STANDING ORDER REVISIONS** All agreed, refer to Full Council for approval.
38	**TO DISCUSS PAYMENT OR ALLOWANCE FOR PRESCRIPTION SAFETY SPECTACLES** Agreed that the necessary PPE should be provided for staff. This could be in the form of good quality safety glasses that fit over the normal spectacles, or prescription safety glasses. Prescriptions change so prescription safety glasses would incur an ongoing cost. **ACTION: Deputy Clerk to investigate the cost of both options.**
39	**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 Bucknell, seconded by Cllr Glynn 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.
40	**TO CONFIRM THE CONFIDENTIAL MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETINGS HELD ON 16TH JULY 2024** The confidential minutes Policy and Resources Committee for the 16th July 2024 were on the proposition of Cllr Glynn, seconded by Cllr Holdom AGREED by all and signed by the Chairman.
41	**TO MOVE INTO OPEN SESSION** On the proposition of Cllr Bucknell seconded by Cllr Glynn resolved the Council moves into Open Session.
42	**DATE AND TIME OF NEXT MEETING** Tuesday 19TH November at 17:30pm
	The meeting closed at 18:00 pm **CONFIRMED** this day of 2024 **CHAIRMAN**