MINUTES of the proceedings at a Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM

On TUESDAY 11th JULY 2023 at 17:30pm

PRESENT:

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

Rockett.

Town Clerk: Lesley Meanley

Public: None

		(initials)
		/:::::::ala\
		Action
		Action
		T .

MINUTES

		1
1	MINUTES	
	The Minutes of the Policy and Resources Committee Meeting held on 25 th	
	April 2023, were AGREED and ratified at the Full Council meeting on 17 th May 2023 by all and signed by the Chairman.	
2	APOLOGIES	
	Apologies were received from Cllr Duffy	
3	DECLARATIONS OF INTEREST	
	There were none.	
4	Matters arising from the Minutes of 25th April 2023:	
i	Minute 90 (67, 56,74) – Email & Traveller policy for further	Clark
	development Statement on Shadinonised cheampments to be	Clerk
	drawn up. Email Policy in Item 7	
	Minute 87 (67, 58, 74) – Records Retention Policy/GDPR – In Item	
	7	
	Minute 90 (69, 74) – Annual Staff Appraisals – Clerk's report -	
	Received	
		Clerk
	Recirculate to all	
5	TO RECEIVE THE MINUTES OF THE FINANCE SUB-	
	COMMITTEE MEETING:	
	The Minutes of the meetings held on 12 th June 2023 have been accepted	
	and ratified at Full Council meeting 28th June 2023 by all.	
6	TO RECEIVE THE MINUTES OF THE HR SUB-	AG
	COMMITTEE MEETING HELD ON 19 TH APRIL 2023, 31 st	
	MAY 2023 and 5 th JULY 2023	
	The minutes for the 19 th April 2023 and 31 st May 2023 were not yet	
	available and will be on the agenda for the next Full Council meeting.	
	Minutes for the 5 th July received.	
7	TO RECEIVE AND REVIEW POLICIES FOR UPDATE:	
	GDPR & Records Retention Policy – Reviewed – Recommend adoption	
	at Full Council.	

	Email Policy – Additional wording added as per Policy & Resources	Clerk
	meeting 25 th April 2023. All Agreed. Recommend adoption at full council.	
	Clerk to send out guidance to all on how to add a signature on email.	Clerk
	Risk Management Policy - Clerk to amend name, recommend adoption at	Clerk
	Full Council.	
	Risk Management Policy – Reviewed and recommended for adoption at	
	full council. Code of Conduct - Reviewed and recommended for adoption at full	
	council.	
	Member / Officer Protocol – Deferred to next P&R meeting.	
8	TO CONSIDER A POLICY FOR THE PLACING OF ADVERTISING	
	BANNERS AROUND THE TOWN	
	Several Banners have been placed across the town and on railings and	
	it does contravene Highways policies. No Policy to be produced at this	
	time	
9	TO CONSIDER RURAL ECONOMY DEVELOPMENT FUNDING	
	No Policy at this time	
10	TO REVIEW MEETING FREQUENCY	
	Policies can be reviewed and amended by email during intervening	
	period enabling actual discussion on policies at the meeting as opposed to needing to seek further information.	
	to needing to sook ratings information.	
11	TO REVIEW PRE-COVID BUSINESS PLAN FOR UPDATE	
	To be reviewed ahead of the next P&R meeting	
12	TO CONSIDER A POLICY FOR WORKING TOWARDS NET ZERO	
10	To be reviewed ahead of the next P&R meeting	
13	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 Dutton, 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.	
14	STAFF MATTERS One staff matter was discussed.	
45		
15	TO MOVE INTO OPEN SESSION On the proposition of Cllr Glynn seconded by Cllr Dutton resolved	
	the Council moves into Open Session.	
16	DATE AND TIME OF NEXT MEETING	
	Tuesday 12 th September 2023 at 5.30pm.	
	The meeting closed at 18.56pm	
	CONFIRMED this day of 2023	
	CONFIRMED this day of 2023	
	CHAIRMAN	
L	1	1