

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

		Action (initials)
MINUTES		
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: Minute 90 (67, 56,74) – Email & Traveller policy for further development – Statement on Unauthorised encampments to be 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 Minute 78 – Revised Standing Orders - circulation to members – Recirculate to all	Clerk Clerk
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 28 th June 2023 by all.	
6	TO RECEIVE THE MINUTES OF THE HR SUB-COMMITTEE MEETING HELD ON 19TH APRIL 2023, 31ST MAY 2023 and 5th 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.	AG
7	TO RECEIVE AND REVIEW POLICIES FOR UPDATE: GDPR & Records Retention Policy – Reviewed – Recommend adoption at Full Council.	

