

MINUTES of the proceedings at a Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM

On TUESDAY 12th SEPTEMBER 2023 at 17:30pm

PRESENT:

Councillors: A Glynn (Chairman presiding), J Holdom, V Joslin, G Acheson and J Rockett.

Deputy Town Clerk: A Kerrison

Public: None

		Action (initials)
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MINUTES

17	MINUTES The Minutes of the Policy and Resources Committee Meeting held on 11 th July 2023, were on the proposition of Cllr Glynn, seconded by Cllr Joslin AGREED by all and signed by the Chairman. Minute 7 mentions two risk management policies, this needs to be clarified. The deputy Clerk will check whether the Standing Orders have been circulated to everyone.	Deputy Clerk
18	APOLOGIES Apologies were received from Cllrs M Dutton and D Hunter.	
19	DECLARATIONS OF INTEREST There were none.	
20	Matters arising from the Minutes of 25th April 2023: Minute 4 (67, 56,74, 90) – Email & Traveller policy for further development. The traveller policy has been updated and was accepted to be put recommended to Full Council. The email policy has been updated but further recommendations were discussed. A revised policy will go to the next P&R meeting. Minute 8 – A policy for advertising banners. It was noted that a lot of businesses have put up banners around the Town. These will be dealt with according to the advice from NCC Highways. Minute 12 - working towards net zero policy. See minute 24	Clerk/AG
21	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETING: The Minutes of the meetings held on 17 th July 2023 have been accepted and ratified at Full Council meeting 26 th July 2023 by all. The minutes from 21 st August were on the proposition of Cllr Holdom, seconded by Cllr Glynn Agreed by all.	
22	TO RECEIVE THE MINUTES OF THE HR SUB-COMMITTEE MEETING HELD ON 15th AUGUST 2023 The minutes for the 15 th August 2023 were on the proposition of Cllr Glynn, seconded by Cllr Joslin received. Item 14 referring to Clerk's training was discussed. Cllr Holdom suggested the cemeteries training	

	should be done by NALC at less cost than ICCM.	Clerk
23	<p>TO RECEIVE AND REVIEW POLICIES FOR UPDATE: Member officer protocol – The policy needs formatting to ensure uniformity across all protocols. Co-Option policy – This was accepted for referral to Full Council. Risk Management policy – The section on open spaces needs to include the Library Triangle. On page 5 the section on Queens Road cemetery needs to read the same as on page 2 – open at all times except for the prevention of misuse.</p>	Clerk Clerk
24	<p>TO CONSIDER A POLICY FOR WORKING TOWARDS NET ZERO It was agreed that the Council should be looking to work towards reducing it's Carben footprint. One option would be to look at electrical alternatives when replacing estate equipment, recycling etc. Cllr Glynn will write a draft policy.</p>	AG
25	<p>TO CONSIDER THE INTERNAL CONTROLLERS TERMS OF REFERENCE Cllr Holdom suggested some additions to the introductory paragraph. After discussion it was agreed to keep it as it is but ask Cllr Dutton to elaborate.</p>	MD
26	<p>TO RECEIVE THE INTERNAL CONTROLLERS REPORT No report has been received. This will be available at the Finance meeting.</p>	
27	<p>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 Glynn, 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.</p>	
28	<p>STAFF MATTERS One staff matter was discussed.</p>	
29	<p>TO MOVE INTO OPEN SESSION On the proposition of Cllr Glynn seconded by Cllr Joslin resolved the Council moves into Open Session.</p>	
30	<p>DATE AND TIME OF NEXT MEETING Tuesday 7th November 2023 at 5.30pm.</p>	
	The meeting closed at 18.35pm	
	CONFIRMED this day of	2023
		CHAIRMAN