## MINUTES of the proceedings at a Meeting of the

## **POLICY & RESOURCES COMMITTEE**

## held at Fakenham Connect, Oak Street, Fakenham on <u>TUESDAY 10<sup>th</sup> SEPTEMBER 2019</u> at 5:30pm

## PRESENT:

Councillor G Foortse (Chairman, Presiding)

Cllrs: J Holdom, P Hannon, G Acheson, M Coates, J Rockett

Deputy Town Clerk: A Kerrison

Public: None

		Action (initials)
	MINUTES	(IIIILIAIS)
21	MINUTES	
21	The Minutes of the Meeting held on 12 August 2019 having been circulated	
	were on the proposition of Cllr Holdom, seconded by Cllr Hannon, APPROVED	
	and signed by the Chairman.	
22	APOLOGIES	
	Apologies for absence were received and accepted from the Clerk	
23	DECLARATIONS OF INTEREST	
	There were none	
24	MATTERS ARISING FROM THE MINUTES	
	Minute 19 – Cyber Security. This was deferred until the next meeting when	
	the Clerk is available.	Clerk
25	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE ON 12 <sup>TH</sup>	
	AUGUST 2019	
	The minutes of the 12 <sup>th</sup> August 2019 were received and noted.	
26	TO REVIEW THE HEALTH & SAFTEY POLICY	Deputy
	The deputy Clerk is to email the current version to Cllr Thorpe for comment.	Clerk
	This is to be an agenda item for the next P&R meeting. The date reviewed	
27	and ratified are to be added to the policy.	
27	TO RECEIVE THE MINUTES OF THE HR SUB-COMMITTEE MEETINGS HELD ON 14 <sup>TH</sup> AUGUST AND 3 SEPTEMBER 2019.	
	These were received and noted.	
28	TO REVIEW THE COUNCILS WEBSITE	
	A discussion took place as to what is required of the website. It was agreed to	Clerk /
	leave the site as it is but the Clerk and Deputy Clerk will keep a log of any	Deputy
	problems encountered, or comments from the public for the next 6 months,	Clerk
	and report back to P&R in 6 months' time. Cllrs Foortse and Holdom will also	Cicik
	liaise with the Clerk on this at their weekly meetings. In the meantime Cllr	GF/JH
	Rockett will look at other Town Council websites and report back to the next	JR
	P&R meeting	
29	TO REVIEW STANDING ORDERS	Clerk
	This was deferred until the Clerk is available. The Clerk is to report whether	
	there are new items that need to be adopted into FTC's orders.	
30	TO DISCUSS THE TOWN COUNCILS BUSINESS PLAN	
	<ul> <li>Promote Clean, safe, welcoming town – 1) Replant Queens Rd</li> </ul>	

	<del>,</del>	
	cemetery hedge. This was tidied not replanted. Add the date that it	
	was last cut. 2) Add the telephone boxes to this section	
	<ul> <li>Strengthen traditions and character of town and market – 1)</li> </ul>	
	Heritage trail – add completion date 2) Add pop-up marquee and	
	number of times rented	
	<ul> <li>Partnership &amp; Collaboration- 1) Literary festival 26<sup>th</sup> October @</li> </ul>	
	racecourse	
	The Clerk and Deputy Clerk are to fill in items onto the plan as and when they	
	arise.	
31	TO DISCUSS COUNCILLOR TRAINING	
	The possibility of in-house whole Council training was discussed. It was	JH
	agreed that this should be put to Full Council to gauge interest. Cllr Holdom	
	will organise.	
32	TO DISCUSS 2020-21 BUDGET SETTING FORMAT	
	The format for the setting of the 2020-21 budgets was discussed. It was	
	agreed to recommend to Full Council that this should be kept the same i.e.	
	percentage increases should be across the board for overheads and	
	predictable costs but specific purchases and development plans should be	
	discussed at related committees where details can be gone through line by	
	line.	
33	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 Coates seconded by Cllr Acheson RESOLVED that	
	pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act	
	1960, that Public & Press be excluded from the Meeting, as publicity would be	
	prejudicial to the public interest by reason of the nature of the business to be	
24	transacted	
34	TO DISCUSS TOWN COUNCIL ACCOMMODATION	
25	See Confidential minute	
35	STAFF MATTERS	
26	See Confidential minute	
36	TO MOVE INTO OPEN SESSION	
	On the proposition of Cllr Coates seconded by Cllr Hannon	
37	RESOLVED the Council moves into Open Session.  DATE AND TIME OF NEXT MEETING	
3/	8 October 2019 at 5.30pm.	
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	The meeting closed at 18:35	
	CONFIRMED this day of 2019	
	day of 2013	
	CHAIRMAN	