

**MINUTES of the proceedings at a Meeting of the
POLICY & RESOURCES COMMITTEE**

held at Fakenham Connect, Oak Street, Fakenham

on TUESDAY 10th SEPTEMBER 2019 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		
21	MINUTES 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 12TH AUGUST 2019 The minutes of the 12 th August 2019 were received and noted.	
26	TO REVIEW THE HEALTH & SAFETY POLICY The deputy Clerk is to email the current version to Cllr Thorpe for comment. This is to be an agenda item for the next P&R meeting. The date reviewed and ratified are to be added to the policy.	Deputy Clerk
27	TO RECEIVE THE MINUTES OF THE HR SUB-COMMITTEE MEETINGS HELD ON 14TH 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 leave the site as it is but the Clerk and Deputy Clerk will keep a log of any problems encountered, or comments from the public for the next 6 months, and report back to P&R in 6 months' time. Cllrs Foortse and Holdom will also liaise with the Clerk on this at their weekly meetings. In the meantime Cllr Rockett will look at other Town Council websites and report back to the next P&R meeting	Clerk / Deputy Clerk GF/JH JR
29	TO REVIEW STANDING ORDERS 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.	Clerk
30	TO DISCUSS THE TOWN COUNCILS BUSINESS PLAN <ul style="list-style-type: none"> • Promote Clean, safe, welcoming town – 1) Replant Queens Rd 	

