## MINUTES of the proceedings at a Meeting of the

## **POLICY & RESOURCES COMMITTEE**

## held at Fakenham Connect, Oak Street, Fakenham on <u>TUESDAY 12 MARCH 2019</u> at 5:30pm

## PRESENT:

Councillor G Acheson (Chairman, Presiding) Cllrs: J Holdom, A Vertigan, M Coates, G Foortse

Town Clerk: L Jennings

Public: None

		Action (initials)	
	MINUTES		
102	MINUTES		
	The Minutes of the Meeting held on 24 January 2019 having been circulated		
	were on the proposition of Cllr Coates, seconded by Cllr Acheson, APPROVED		
	and signed by the Chairman.		
103	APOLOGIES		
	Apologies for absence were received and accepted from Cllrs T Edwards.		
104	DECLARATIONS OF INTEREST		
	Cllr Coates declared an on-pecuniary interest on item 17 of the agenda.		
105	MATTERS ARISING FROM THE MINUTES		
	There were none		
106	MATTERS ARISING FROM THE MINUTES		
	Minute 86 – Confidential Minutes will be in a summarised form that does not		
	break confidentiality. This applies to agenda item 7.		
	Minute 88 – Website date order for agenda's and minutes. This has still to be		
	completed. Councillors would like this changed so that agenda's and minutes	Clerk	
	appear separately. The Clerk will contact the Contractor to get these works		
	completed and the dates in chronological order.		
107	MINUTES OF THE HR COMMITTEE		
	The Minutes of the Meeting held on 6 February 2019 having been circulated		
	were on the proposition of Cllr Acheson, seconded by Cllr Holdom. The		
	appraisal targets for staff and the Clerk were set.		
108	MINUTES OF THE FINANCE SUB COMMITTEE		
	The Minutes of the Meeting held on 18 February 2019 having been circulated		
	were on the proposition of Cllr Holdom, seconded by Cllr Acheson.		
109	TO REVIEW THE RISK MANAGEMENT POLICY		
	The Policy was reviewed with the Severe Weather Policy being added. Also		
	added is the arrangement that a spare key to the storage cupboard in the	Clerk	
	office will be kept in a key safe in the office. The Chairman and Deputy		
	Chairman will have access to this safe in an emergency.	Clerk	
110	TO REVIEW THE FINANCIAL RISK ASSESSMENT		
	This was reviewed and amendments made.		
111	INVESTMENT STRATEGY INFORMATION		
	A schedule was presented detailing deposit and investment opportunities		
	summarised from the Investment Strategy research.		

	In summary it is not clear what d	emands there may be	on FTC capital funds		
	over 2019-20. It was therefore agreed that the report be filed for future				
	reference or until council decides it has spare funds not in demand for a				
	minimum of one year.				
112	FIXED ASSETS REGISTER				
	The final revaluation of Fakenham Town Council Fixed Asset Register was				
	presented and accepted. The year-end figure to be declared will be £849,399.				
113	ANNUAL TIMETABLE				
	An updated copy of the Annual T	imetable was present	ed and suggested	Clerk	
	amendments made.				
114	CORPORATE OBJECTIVES AND MISSION STATEMENT			Clerk	
	This will be a continuous item on	the P & R agenda.			
115	STANDING ORDERS	-			
	These were received and will be presented to the next Full Council meeting				
	with suggested amendments.				
116	TO DISCUSS THE PURCHASE OF AN ANNUAL RETAINER FOR THE TOWN				
	COUNCIL IT EQUIPMENT				
	It was felt this would be unnecessary and would pay 'as and when' the need				
	arises.	, , ,			
117	TOWN CHRISTMAS EVENT				
	An initial meeting will be held this month to outline proposals for this event.				
	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 Acheson seconded by Cllr Coates 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				
	transacted				
118	TOWN COUNCIL ACCOMODATION				
	Nothing to report				
119	STAFF MATTERS				
	6 Applications have been received to date for the position of part time				
	Grounds Person.				
120	TO MOVE INTO OPEN SESSION				
	On the proposition of Cllr Acheson seconded by Cllr Coates				
	RESOLVED the Council moves into Open Session.				
121	DATE AND TIME OF NEXT MEETING				
	9 April 2019 at 5.30pm.				
	Cllr Acheson gave his apologies for this meeting				
	The meeting closed at 19.20				
	CONFIRMED this	day of	2019		
		, -	-		
			CHAIRMAN		