

MINUTES of the proceedings of a Meeting of the
POLICY & RESOURCES COMMITTEE
RESPONSES TO THE AGENDA HAVE BEEN RECEIVED BY EMAIL
on TUESDAY 7th APRIL 2020

PRESENT BY EMAIL:

Councillors: G Foortse, J Holdom, G Acheson, M Coates, M Dutton, J Griffiths

Town Clerk: L Jennings

		Action (initials)
MINUTES		
	<u>RESPONSES TO THE AGENDA HAVE BEEN RECEIVED BY EMAIL</u>	
	All email responses have been verified by the Clerk. These responses will be held on file as a true record of the proceedings.	
82	MINUTES The minutes of the meeting held on 7 th January 2020 have been agreed by email by Councillors of the P & R Sub-Committee. They are an accurate representation of the meeting, but await formal approval when the council is able to meet.	
83	APOLOGIES There were no apologies.	
84	DECLARATIONS OF INTEREST There were none.	
85	MATTERS ARISING FROM THE MINUTES Minute 72 (54) – Councillor training, this has been deferred to a later date. Minute 78 – Town Council accommodation, this is on hold for the time being.	
86	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETINGS HELD ON 17th FEBRUARY 2020 AND 16TH MARCH 2020 The above minutes have been agreed by email by Councillors of the P & R Sub-Committee. They are an accurate representation of the meetings, but await formal approval when the council is able to meet	
87	TO RECEIVE AND AGREE THE DRAFT FINANCIAL REGULATIONS AND THE FINANCIAL RISK ASSESSMENT REVIEWED AND AMENDED AT THE FINANCE SUB-COMMITTEE MEETING HELD ON 16 MARCH 2020 The above Policies have been agreed by email by Councillors of the P & R Sub-Committee.	
88	TO RECEIVE THE MINUTES OF THE HR SUB-COMMITTEE MEETING HELD ON 12TH FEBRUARY 2020 The above minutes have been agreed by email by Councillors of the P & R Sub-Committee. They are an accurate representation of the meetings, but await formal approval when the council is able to meet. The Social media and Media Policies are being worked on and will be taken to the next P & R meeting.	Clerk
89	TO RECEIVE AND AGREE DRAFT POLICIES REVIEWED AND AMENDED AT HR MEETINGS ON 10 Dec 2019 & 12 Feb 2020, minutes 15 and 25 refer: <ul style="list-style-type: none"> a) Disciplinary Policy b) Grievance Policy c) Special Leave Policy d) Sickness Policy e) Health & Safety Policy The above Policies have been thoroughly reviewed by the HR Committee and agreed by email by the P & R Sub-Committee.	

90	TO RECEIVE AND REVIEW POLICIES REGARDING THE CORONAVIRUS PANDEMIC COVID – 19 The above policies have been reviewed, amended and approved by Councillors of the P & R Sub-Committee.	
91	TO RECEIVE AND APPROVE THE DRAFT POLICIES LISTED BELOW: a) RISK MANAGEMENT POLICY b) PENSION POLICY c) MEMBERS CODE OF CONDUCT The above policies have been reviewed, amended and approved by Councillors of the P & R Sub-Committee.	
92	TO RECEIVE A PROGRESS REPORT REGARDING THE UPDATING OF THE COUNCIL’S I.T. EQUIPMENT AND SYSTEM Councillor Duttons report: <ul style="list-style-type: none"> • Thanks to Andrew Simnor for his support. • Software for remote access to individual office PC’s has been provided for Clerk, Deputy Clerk and Finance Team. • Refurbished laptop purchased for Deputy Clerk, but yet to be delivered. • Office 365 has been purchased using Fakenham Town Council credit card at an annual subscription of £79.99. • Cllr Dutton will continue to work with the Clerk to provide support when required. Outstanding items to be completed: <ul style="list-style-type: none"> ➤ Office 365 to be installed onto office PC’s. ➤ Refurbish old office laptop at no cost ➤ Review RBS software licenses and machines. 	
93	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. RESOLVED by email that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from these Minutes, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted	
94	CONFIDENTIAL MINUTES The confidential minutes of the meeting held on 7 th January 2020 have been agreed by email by Councillors of the P & R Sub-Committee. They are an accurate representation of the meeting, but await formal approval when the council is able to meet.	
95	STAFF MATTERS The Clerk sent a report	
96	TO MOVE INTO OPEN SESSION RESOLVED by email that the Council moves into Open Session.	
	DATE AND TIME OF NEXT MEETING 7 July 2020 at 4.00pm.	
	CONFIRMED this day of 2020	
		CHAIRMAN