MINUTES of the proceedings at a Meeting of the

POLICY & RESOURCES COMMITTEE

held at Fakenham Connect, Oak Street, Fakenham

on WEDNESDAY 14 AUGUST 2019 at 5:30pm

PRESENT:
Councillor G Foortse (Chairman, Presiding)
Cllrs: J Holdom, P Hannon, G Acheson

Town Clerk: L Jennings

Public: None

		Action (initials)
	MINUTES	
15	**MINUTES** The Minutes of the Meeting held on 9 July 2019 having been circulated were on the proposition of Cllr Foortse, seconded by Cllr Acheson, APPROVED and signed by the Chairman.	
16	**APOLOGIES** Apologies for absence were received and accepted from Cllr Coates	
17	**DECLARATIONS OF INTEREST** There were none	
18	**MATTERS ARISING FROM THE MINUTES** Minute 8 – Cllr Holdom has contacted Cromer Town Council and they are reviewing their website at the moment. The Clerk has been in contact with other Councils and is compiling the information. This will be an agenda item for the next meeting. Minute 9 – Regarding the Covenants on the allotment sites – it was felt that no further action is necessary at this time.	**Clerk**
19	**TO RECEIVE AND REVIEW THE FINAL AUDIT INTERNAL REPORT JUNE 2019** R1 - On the proposition of Cllr Hannon, seconded by Cllr Foortse that a caveat is placed on the website stating the following: *Due to an historic glitch we are aware that some of the earlier records are not in chronological order. Should you need assistance in finding the record you are seeking, our staff will be able to help you.* Cllr Holdom would like the website to be better presented. This will be kept on as an agenda item. R2 – The Finance and Allotment Sub Committee minutes will be uploaded onto the website. In the interest of confidentiality the Human Resources minutes will not go on the website but the agenda can. R3 – From April 2019 signed copies of all subcommittee minutes will be filed with their parent committee minutes behind the Full Council minutes. Therefore there will only ever be one minute book. R4 – This matter has been dealt with. Assessment & Risk section – Cyber Security will be costed in the Insurance renewal quotations.	**Clerk** **Clerk**
20	**DATE AND TIME OF NEXT MEETING** 10 September 2019 at 5.30pm.	

	The meeting closed at 17.00pm **CONFIRMED** this day of 2019 **CHAIRMAN**	