MINUTES of the proceedings at a Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET VITUALLY VIA ZOOM

On <u>TUESDAY 7TH JULY 2020</u> at 3:00pm

PRESENT:

Councillor G Foortse (Chairman, Presiding) Cllrs: M Coates, M Dutton, G Acheson, T Duffy, A Glynn and J Holdom

Town Clerk: L Jennings

Deputy Clerk: A Kerrison

Public: None

		Action (initials)
	MINUTES	
1	MINUTES The Minutes of the Meeting held on 13 th May 2020 having been circulated were on the proposition of Cllr Acheson, seconded by Cllr Coates, APPROVED and will be signed by the Chairman when the committee next meets.	
2	APOLOGIES Apologies were received and accepted from Cllr Griffiths	
3	DECLARATIONS OF INTEREST There were none.	
4	MATTERS ARISING FROM THE MINUTES There were none.	
5	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETING HELD ON 15 th April 2020.The minutes of the Finance Sub-Committee meeting held on 28 th May 2020 having been circulated were on the proposition of Cllr Holdom, seconded by Cllr Acheson, APPROVED and will be signed by the Chairman when the committee next meets.The minutes of the Finance Sub-Committee meeting held on 15 th June 2020 having been circulated were on the proposition of Cllr Holdom, seconded by Cllr Acheson, APPROVED and will be signed by the Chairman when the committee next meets.Cllr Acheson, APPROVED and will be signed by the Chairman when the committee next meets.	
6	TO RECEIVE AND REVIEW THE INTERNAL AUDIT REPORT FOR 2019 – 2020 Cllr Holdom reported that there were two elements to the report, the administrative and accounting section. The accounting element will be taken to the next Finance Committee meeting. Cllr Holdom requested that the administrative section be taken to the next P & R meeting when everyone would have a hard copy as she felt this was necessary for discussion. The Office had only been requested to send paper copies for Full Council meetings to the Chairman and Deputy Chairman at the last full council meeting, There was no mention of documents being sent for other meetings. The Chairman asked that the Deputy Clerk emails all Councillors to ascertain who requires paper copies. Cllr Dutton recommended that Action Plan items R1 and R2 should have a proposal taken to the next meeting on how the items are being rectified.	
7	TO DISCUSS THE FORMAT OF COMMITTEES AND SUB-COMMITTEES WITHIN STANDING ORDERS A Councillor had requested to be a member of two committees. There is nothing recorded in the current Standing Orders that state a Councillor cannot be a member of two committees. The Clerk has checked with Norfolk ALC and the County Officer agreed that there was no legal reason this could	

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	not happen. A Councillor reported that it had been practise to only be a	
	member of one committee and it should be confirmed by adding to Standing	
	Orders. On the proposition of Cllr Acheson, seconded by Cllr Holdom that	
	ordinary members can only be a member of one standing committee. All in	
	favour. Cllr Acheson further proposed that Human Resources and Finance are	
	removed from Standing Order 15b as they are recorded in 15c. The Clerk and	
	Cllr Dutton will finalise the amendments.	
8	TO RECEIVE A PROGRESS REPORT REGARDING THE UPDATING OF THE	
	COUNCIL'S I.T. EQUIPMENT AND SYSTEM	
	Following issues with the office I.T. the Deputy Clerk gave a report on the	
	problems incurred. The Council needs to carry out a full Data Protection	
	Impact Assessment. One issue raised is that Councillors use their own email	
	addresses which need to be rectified. Cllr Dutton proposed, seconded by Cllr	
	Holdom that as this is a complex issue a separate meeting of the I.T. Working	
	Party should be held with the Clerk and Deputy Clerk attending. Cllr Glynn will	
	also join the Working Party. This is an urgent issue and a meeting of the	
	Working Party will meet next week. The Deputy Clerk asked that although a	
	technical back-up system needs to be in place the most important item is	
	training before the works are completed. Cllr Coates proposed that the	
	findings from the Working Party will be taken to the next Full Council meeting	
	on 21 st July 2020. All relevant paperwork for the I.T. proposals will be	
	produced before the Working Party meeting. The Policy to cover Zoom	
	meetings will also be included.	
9	PROPOSE 3 MONTH REVIEW ON COVID 19 LOCKDOWN – CURRENT	
-	ACTIVITIES AND HEALTH & SAFETY LEVELS AT THE CONNECT OFFICES	
	The Town Council is restrained by the procedures implemented by North	
	Norfolk District Council (NNDC). The Clerk has spoken to the Chief Executive	
	and the Estates at NNDC and suggested that the Town Council moves into the	
	vacated CCTV room or the vacated Children's Services area beside the Council	
	Chamber. She has also asked for updates on the changes that have been	
	made to the Connect Building during the lock down and their procedures for	
	staff. Nothing has been received to date. The Chairman will contact the Chief	
	Executive and District Councillors to get a response.	
10	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 Dutton 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	
11	STAFF MATTERS	
	See confidential minute	
12	TOWN COUNCIL ACCOMMODATION	
	See confidential minute	
13	TO MOVE INTO OPEN SESSION	
	On the proposition of Cllr Acheson seconded by Cllr Coates	
	RESOLVED the Council moves into Open Session.	
	DATE AND TIME OF NEXT MEETING	
	8 September 2020 at 4.00pm.	
	CONFIRMED this day of 2020	
	CHAIRMAN	