

MINUTES of the proceedings at a Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM

On TUESDAY 7TH MAY at 5:30pm

PRESENT:

Councillors: Angela Glynn (Chairman presiding) M Dutton, J Holdom, V Joslin, P Bucknell, G Acheson and J Rockett.

Town Clerk: Lesley Meanley

Administration Assistant: Karen Lindsay

Public: None

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| | | Action (initials) |
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MINUTES

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| 86 | <p>TO CONFIRM THE MINUTES OF THE MEETING HELD ON THE 5TH MARCH 2024 The Minutes of the Policy and Resources Committee Meeting held on 5th March 2024, were on the proposition of Cllr Glynn, seconded by Cllr Joslin AGREED by all and signed by the Chairman.</p> | |
| 87 | <p>APOLOGIES None</p> | |
| 88 | <p>DECLARATIONS OF INTEREST None</p> | |
| 89 | <p>MATTERS ARISING FROM THE MINUTES OF 5TH MARCH 2024 Minute 76 (54, 65) – To discuss the CCTV in the Town – Ask Cllr Campbell or District Cllr Vickers to take to the next SNAP meeting. Clerk to write to Police chief constable. Minute 78 – Revision of Standing Orders 3c Inclusion of green dot to include sub-committees</p> <ul style="list-style-type: none"> ● c The minimum three clear days’ public notice of a meeting does not include the day on which the notice was issued or the day of the meeting. <p>3v See standing order 4d(viii) 4d(vii) for the quorum of a committee or sub-committee meeting</p> <p>4eb) The Policy and Resources Committee shall consist of the Council Chairman, the council Vice Chairman the Chair of the Development and Market Committee, the Chair of the Leisure and Environment Committee and one additional member elected from each Standing Committee at their first committee following the election of their Chairman and Vice Chairman.</p> | Clerk |

4ec)

a) The Human Resources Advisory Sub Committee of the Policy & Resources Committee comprising Chairman, Deputy Chairman, Former Chairman and ~~one Councillor with relevant experience of human resources from each of the Development & Market Committee and the Leisure and Environment Committee~~. two Councillors with relevant experience are elected from the Council.

4ec)b)

Inclusion of:

Meetings of the Finance Sub-committee shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

4ec)c)

Inclusion of:

Meetings of the Allotment Sub-committee shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

Note: Participation would then be permitted under 3e. if an Elector's Questions section is added to the appropriate agenda.

5di

Meetings shall be on the ~~fourth~~ last Wednesday in each month ~~excepting August~~, at 6pm

15bii

subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least **1** day before the meeting confirming his withdrawal of it;

16a

The Council shall appoint ~~professional accounting services~~ a suitably qualified or experienced person to undertake the work of the Responsible Financial Officer, reporting to the Finance Committee.

20b

~~[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015~~

OR

~~[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the~~

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| | <p>requirements of the Local Government (Transparency Requirements) (England) Regulations 2015</p> <p>Entire document</p> <p>All references to male pronouns to be amended to included female pronouns.</p> <p>Amendments agreed by all, to go to Full Council</p> | |
| 90 | <p>TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETINGS HELD ON 18TH MARCH 2024 AND 15TH APRIL 2024:</p> <p>The minutes from 18th March 2024 and 15th April 2024 Finance Subcommittee were received at Full Council on the 27th March 2024 and 24th April 2024, respectively.</p> | |
| 91 | <p>TO RECEIVE AND REVIEW POLICIES FOR UPDATE:</p> <ul style="list-style-type: none"> • FTC Cemetery Risk Assessment – Noted and agreed by all • FTC Memorial Inspection Policy & Memorial Risk Assessment – Noted and agreed by all – Memorial inspection will be advertised in the Beacon, Wensum Advertiser, online, in the cemeteries and at the Town assembly. • Equality Policy – Agreed on the proposition of Cllr Acheson, seconded by Cllr Bucknell. • Members Code of Conduct – Defer to next meeting | |
| 92 | <p>TO REVIEW AND CONFIRM THE REQUIRED FAKENHAM TOWN COUNCIL POLICIES / ASSESSMENTS</p> <p>All to email any comments to the Clerk ahead of next meeting</p> | |
| 93 | <p>TO CONFIRM THE MINUTES OF THE DATA PROTECTION MEETING HELD ON THE 11TH MARCH 2024</p> <p>The Minutes of the Data Protection Sub-Committee Meeting held on 11th March 2024, were on the proposition of Cllr Glynn, seconded by Cllr Acheson AGREED by all and signed by the Chairman.</p> | |
| 94 | <p>TO DISCUSS THE RESULTS OF THE MARKET PLACE PUBLIC ENGAGEMENT SURVEY</p> <p>The Clerk circulated collated results, 22 completed surveys in total. Pilot to be continued at the Annual assembly of the town.</p> | |
| 95 | <p>TO DISCUSS THE FORTHCOMING RESIDENTS SURVEY</p> <p>Questions will be revised to reflect pilot survey comments for next P&R to agree.</p> | |
| 96 | <p>TO MOVE THAT PUBLIC AND PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</p> <p>On the proposition of Cllr Acheson, seconded by Cllr Bucknell moved that the public and press be excluded from the meeting under the provisions of section 1(2) of the public bodies (admission to meetings) act 1960.</p> | |
| 97 | <p>TO RECEIVE THE MINUTES OF THE HR SUB-COMMITTEE MEETING HELD ON 3RD MAY 2024</p> <p>The minutes for the 3rd May 2024 were on the proposition of Cllr Glynn, seconded by Cllr Bucknell received.</p> | |
| 98 | <p>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON 5TH MARCH 2024</p> | |

