MINUTES of the proceedings at a Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET AT FAKENHAM COMMUNITY CENTRE, OAK STREET, FAKENHAM On WEDNESDAY 14TH JULY 2021 at 5:30pm

PRESENT:

Councillor G Foortse (Chairman, Presiding)

Cllrs: V Joslin, P Bucknell, M Dutton, G Acheson, A Glynn, J Rockett and J Holdom

Town Clerk: L Jennings

Public: None

		Action (initials)
	MINUTES	(IIIItiais)
	The meeting was recorded to enable the Clerk to record accurate minutes	
1	MINUTES	
-	The Minutes of the Meeting held on 6 th April 2021 having been circulated	
	were on the proposition of Cllr Foortse, seconded by Cllr Acheson, APPROVED	
	and will be signed by the Chairman.	
2	APOLOGIES	
_	No apologies were received	
3	DECLARATIONS OF INTEREST	
	There were none.	
4	MATTERS ARISING FROM THE MINUTES	
•	Minute 103 – Data Protection – The Clerk has arranged for two companies to	
	act as Data Protection Officer should the need arise. On the proposition of	
	Cllr Acheson, seconded by Cllr Griffiths that Cllrs Acheson, Dutton, Holdom	
	and Campbell will form the Data Protection Sub Committee. All in favour.	
	Minute 103 – Risk Management Policy - Cllr Joslin asked that the signature	
	that Councillors should put at the bottom of their Town Council emails is sent.	Clerk
	The Clerk will do this and also offer assistance to those Councillors who need	
	guidance in doing this.	
	Minute 106 – Bullying, Harassment and Dignity at Work Policy – this will be	
	covered in agenda item 7.	
	Cllr Acheson asked what arrangements have been made by North Norfolk	
	District Council (NNDC) regarding the opening of the Connect Building after	
	19 th July 2021 when COVID restrictions are due to be lifted. The Clerk	
	confirmed that the building will remain locked and that NNDC and	
	Department for Work & Pensions (DWP) are working to appointment only	
	access. The Chairman will inform all Town Councillors that the Connect	
	Building is remaining closed. Council meetings will remain that all committee	
	and subcommittee meetings will continue at the Community Centre and the	
	Full Council meeting will continue at the Racecourse. This item will be an	
	agenda item for future Full Council meetings.	
5	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETINGS	
	HELD ON:	
	12 th April 2021 – approved at the Full Council meeting on 20 th April.	
	10 th May 2021 – approved at the Full Council meeting on 18 th May 2021.	
	14 th June 2021 - approved at the Full Council meeting on 15 th June 2021.	
	12 th July 2021 – the minutes had been circulated to Town Councillors to day to	
	be approved at the Full Council meeting on 20 th July 2021.	
6	TO RECEIVE AND REVIEW THE INTERNAL AUDIT REPORT FOR 2020 – 2021	
	The Internal Auditor recommended that best practise is to set and record the	
	Budget and the amount of the Precept no later than the December Full	
	Council meeting. Items that are recommended at committee meetings must	<u> </u>

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	be specifically added to the Full Council agenda to ensure all Councillors are	
	fully aware of any decisions that have been taken. Further to this a question	Clerk
	was asked whether the Allotment subcommittee could be moved to allow the	
	minutes to be ratified by the Leisure & Environment (L & E) in a timely fashion	
	with the Full Council meeting. The Allotment subcommittee will meet every	
	two months for the next six months. A review of the hire fees for Trap Lane	
	and the Cemeteries will be an agenda item for the next L & E meeting.	
7	TO DISCUSS THE BULLYING, HARRASSMENT AND DIGNITY AT WORK POLICY	
_	Two documents had been produced, one by the Clerk which had the backing	
	of the local branch of Unison and a document produced by Cllr Dutton which	
	had then been approved at a previous HR meeting although not approved by	
	the Policy & Resources (P & R) committee. The Clerk had requested to discuss	
	the Policy with staff. This she has done, and staff agreed that there was too	
	much 'wiggle' room in the approved document whilst the Clerk's policy was	
	much more comprehensive. Following a discussion, it was agreed that Cllr	
	Bucknell, the Clerk and Deputy Clerk will produce a report for the next P & R	
	meeting outlining the reasons they do not agree with Cllr Dutton's document.	
8	TO DISCUSS PROGRESS WITH THE CHARTER MARKET BECOMING A CHARITY	
	The committee consisting of Cllrs Dutton, Holdom and Acheson have been	
	working on a 'Model Constitution'. Further work is required. A question was	
	asked regarding the benefit of the Charter Market becoming a Charity. Had a	
	meeting with Chairman and Vice This would allow the Charity to automatically	
	claim business rate relief which would recognise that as Fakenham Town	
	Council is the property rate payer. This would allow for a discretionary	
	reduction for business rates for the Cemetery.	
	7.	
	The Clerk will provide details of ownership of Tunn Street Triangle for the next	
	P & R meeting.	
9	TO DISCUSS THE NUMBER OF EMAILS BETWEEN COUNCILLORS	
9	The Clerk and Cllr Bucknell will produce a brief policy on email usage.	
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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 Dutton seconded by Cllr Acheson 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	
	The Clerk and Deputy Clerk had had a meeting with the Chairman and Vice	
	Chairman that morning. Nothing further to report.	
12	TO MOVE INTO OPEN SESSION	
	On the proposition of Cllr Dutton seconded by Cllr Glynn	
	RESOLVED the Council moves into Open Session.	
	DATE AND TIME OF NEXT MEETING	
	To be confirmed.	
	The meeting closed at 6.40pm	
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	CONFIDMED this	
	CONFIRMED this day of 2021	
	CHAIRMAN	
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