



Fakenham Town Council

15th November 2024

I give notice that an Extraordinary Meeting of the **POLICY & RESOURCES COMMITTEE** of Fakenham Town Council will be held at the **Fakenham Connect Building, Oak Street, Fakenham NR21 9DY** **on Tuesday 19th November 2024 AT 17:30PM** to consider the items on the Agenda below

Yours faithfully
Lesley Meanley
Lesley Meanley
Town Clerk

AGENDA

In the interests of openness and transparency, Councillors and Members of the Public are reminded that the law permits any person to film, record, photograph or use Social Media in order to report on the proceedings of a meeting of the Council. The Council request anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

1. To receive Apologies for Absence.
2. Declarations of Interest: Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda.
3. To confirm the minutes of the Policy and resources meeting held on 17th September 2024.
4. Matters arising from the minutes of the meetings held on 17th September 2024.
Minute 38 - To discuss payment or allowance for prescription safety spectacles.
5. To receive the minutes of the finance sub-committee meeting held on 16th September 2024 and the 21st October 2024.
6. To receive amended policy review dates.
7. To receive and review policies for update

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Town Clerk: Lesley Meanley

- Sickness Absence Policy
 - Grants Award Policy
 - Leave from Work Policy
8. To discuss the initial results of the Community Engagement Survey.
 9. To review the recording of meetings.
 10. 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.
 11. To receive the minutes of the HR sub-committee meeting held on 13th November 2024. To note recruitment of a new Admin Assistant.
 12. To move into open session.
 13. To note the date and time of the next meeting 21st January 2025