

**MINUTES of the proceedings at a Meeting of the**

**POLICY & RESOURCES COMMITTEE**

**WHO MET AT FAKENHAM CONNECT, OAK STREET, FAKENHAM**

**On TUESDAY 19<sup>th</sup> NOVEMBER 2024 at 17:30pm**

**PRESENT:**

Councillors: A Glynn (Chairman presiding), L Harrison, J Holdom, M Dutton & V Joslin

Town Clerk: L Meanley

RFO & Administration Assistant: K Lindsay

Public: None

**MINUTES**

<b>43</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b> P Bucknell
<b>44</b>	<b>DECLARATIONS OF INTEREST</b> None
<b>45</b>	<b>TO CONFIRM THE MINUTES OF THE POLICY AND RESOURCES MEETING HELD ON 17<sup>th</sup> SEPTEMBER 2024</b> The Minutes of the Policy and Resources Committee Meeting held on 17 <sup>th</sup> September 2024, were on the proposition of Cllr Glynn, seconded by Cllr Joslin AGREED by all and signed by the Chairman.
<b>46</b>	<b>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 17<sup>th</sup> SEPTEMBER 2024</b> <b>Minute 38</b> – To discuss payment or allowance for prescription safety spectacles. All Agreed to recommend to Full council to pay 50% up to a maximum of £100 <b>Minute 34</b> – Cllr Dutton raised that it should be a recharge not income and questioned if the conveyance allows for that. <b>ACTION; Clerk &amp; RFO to discuss with Internal Auditor initially, may then need to seek a legal opinion.</b>
<b>47</b>	<b>TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETINGS HELD ON 16<sup>th</sup> SEPTEMBER 2024 AND 21<sup>st</sup> OCTOBER 2024</b> These were noted
<b>48</b>	<b>TO RECEIVE AMENDED POLICY REVIEW DATES</b> These were agreed & noted
<b>49</b>	<b>TO RECEIVE AND REVIEW POLICIES FOR UPDATE:</b> <ul style="list-style-type: none"><li>• <b>Sickness Absence Policy</b> – To amend 2.4 from chair to Clerk and pass to Full council for approval.</li><li>• <b>Grants Award Policy</b> – Clerk had not had time to review. Cllr Harrison offered to assist with reviewing the policy and application process.</li><li>• <b>Leave from Work Policy</b> – Clerk to add banked leave section and pass to full council for approval.</li></ul>
<b>50</b>	<b>TO DISCUSS THE INITIAL RESULTS OF THE COMMUNITY ENGAGEMENT SURVEY</b> Survey completed by 124 people. Results will inform the councils next 2025 onwards business plan. Working group to pull business plan together to be formed with Cllr's Glynn, Harrison, Dutton & Holdom and the Clerk. <b>ACTION: Clerk will share with NNDC &amp; County Cllrs and the police.</b> <b>ACTION: Clerk will speak to police regarding pedestrian safety concerns</b>

