



Fakenham Town Council

9th July 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 16th JULY 2024 AT 17:30PM** to consider the items on the Agenda below

Yours faithfully
Lesley Meanley
Lesley Meanley
Town Clerk

A G E N D A

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 confirm the minutes of the Policy and resources meeting held on 7th May and the extraordinary meeting held on 31st May 2024
2. To receive Apologies for Absence.
3. 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.
4. Matters arising from the minutes of the meetings held on 7th May and 31st May 2024.
5. To receive the minutes of the finance sub-committee meetings held on 17th May and 17th June 2024
6. To receive and review policies for update
 - Members code of conduct
 - Biodiversity policy
 - Training and development policy
 - Discipline and grievance policy

Fakenham Connect, Oak Street, Fakenham, Norfolk NR21 9DY
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Town Clerk: Lesley Meanley

- Compliments and complaints policy
- Dignity at work policy
- National Civility and respect pledge
- Health and safety policy
- Publication Scheme
- Records Retention Policy

7. To agree the community survey questions and format.
8. 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.
9. To receive the confidential minutes of the Policy and resources meetings held on 7th and 31st May 2024.
10. To confirm staff probation and pay scales
11. To confirm admin assistant candidate start date and SCP
12. To discuss staff overtime
13. To discuss Norfolk Mitigation Fund
14. To move into open session.
15. To note the date and time of the next meeting 17th September 2024