

MINUTES of the proceedings at a Meeting of the **POLICY & RESOURCES COMMITTEE** of the Fakenham Town Council held at Fakenham Connect, Oak Street, on **TUESDAY 7 FEBRUARY 2017** at 5.30pm

Present:

Cllr G. Acheson (Deputy Chairman, presiding)
Cllrs J Holdom, M Coates, T Duffy and J Dougall

One member of the public

Town Clerk - Linda Jennings

24 MINUTES

The Minutes of the Meeting held on 29 November 2016 having been circulated were on the proposition of Cllr Acheson, seconded by Cllr Holdom APPROVED and signed by the Chairman.

25 APOLOGIES

Apologies were accepted from Cllrs Vertigan and Westmancott.

26 DECLARATIONS OF INTEREST

There was none.

27 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

28 PURCHASE OF A LAPTOP

Following a discussion Councillors agreed to wait to purchase a laptop until the new Responsible Financial Officer is appointed.

29 FIXED ASSETS REGISTER

Following a discussion it was agreed the ***Clerk will contact the Internal Auditor to check the minimum value required of items that are listed.***

30 RECORDING OF ACTIONS IN MINUTES

Cllr Acheson asked that all actions to be recorded in bold type.

31 AGENDAS AND DRAFT AGENDAS

On the proposition of Cllr Acheson, seconded by Cllr Coates, that the Full Council agendas and documents will now be sent by post on the Wednesday before the meeting. ***All papers to be included must be in the office by 2pm for posting. The agenda will also be sent by email on the Tuesday before the meeting.***

Cllr Dougall wished it to be minuted that he was not happy with the way Cllr Acheson had addressed to the Clerk.

32 ACCESS TO THE TOWN COUNCIL OFFICE

The 'temporary' Responsible Financial Officer, Cllr Holdom has requested keys to the Town Council Office to enable her to gain access during out of hours. ***The Clerk will complete a Risk Assessment and also ensure there is full insurance cover in place. She will then request keys from North Norfolk District Council.***

33 REVIEW OF FINANCIAL RISK ASSESSMENT

The current Financial Risk Assessment was reviewed with amendments made. ***The updated version will be forwarded to Councillors for approval at the next Full Council meeting.***

34 REVIEW OF RISK MANAGEMENT POLICY

The current Risk Management Policy was reviewed and updated. ***The updated version will be forwarded to Councillors for approval at the next Full Council meeting.***

Cllr Duffy left the meeting.

35 INTERNAL AUDIT REPORT

The Internal Auditor's report was reviewed. The Auditor made 5 recommendations of which Recommendation 1 highlighted that some actions that had been minuted had not been followed through. Recommendation 5 suggested that Market Tolls should have a separate account to general town council. Market Tolls are kept in a separate bank account currently. ***The Clerk will contact the Charities Commission for their advice and guidance on this matter.***

36 SOCIAL MEDIA TRAINING

Any Councillors who would like Social Media training to contact the Clerk.

37 TOWN COUNCIL WEB SITE

The Clerk is contacting other Town and Parish Councils to enquire who their web site providers are. The update of the Town Council web site will take place in the new financial year.

38 TO APPROVE THE RFO ATTENDING THE LOCAL GOVERNMENT PENSION SCHEME WORKSHOP

Cllr Holdom will attend the workshop on 8th March 2017.

Cllr Dougall left the meeting.

39 EXCLUSION OF PUBLIC & PRESS

On the proposition of Cllr Coates, seconded by Cllr Acheson RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the 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.

40 RECRUITMENT OF A RESPONSIBLE FINANCIAL OFFICER

The recruitment process will start on 1st June 2017.

41 OPEN SESSION

On the proposition of Cllr Coates, seconded by Cllr Acheson RESOLVED that the Council moves into Open Session.

42 DATE & TIME OF THE NEXT MEETING

The next Policy & Resources meeting will be held on Tuesday 18 April 2017 at 5.30pm.

The meeting closed at 7.35pm.

CONFIRMED this day of 2017.

CHAIRMAN