



Fakenham Town Council

28 April 2017

I give notice that a Meeting of the **POLICY & RESOURCES COMMITTEE** of Fakenham Town Council will be held at Fakenham Connect, Oak Street, Fakenham, on **TUESDAY 4 MAY 2017** at 5.30pm.

Yours faithfully

Linda Jennings
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 confirm the Minutes of the Meeting held on 7 February 2017 (attached).
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.
 - a) Web Site
 - b) Social Media Training
5. To discuss tablets for Councillors.
6. To discuss the Annual Community Volunteer Award.

7. Internal Audit/Finance.
 - a) Market Tolls charitable status report from Charities Commission
 - b) Asset Register
 - c) RBS reporting format
 - d) Annual Accounts arrangements
8. To review Standing Orders.
 - a) No.13 Voting. To clarify the voting rules for Councillors attending standing committees that they are not members of
 - b) No.15b Standing Committees and Status of HR Committee
9. 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.
10. Staff Matters.
 - a) Payroll and Salary
 - b) Use of 3rd party organisation's branding
11. Town Council Accommodation.
12. To move into Open Session.
13. To note the date and time of the next meeting on 18 July 2017 at 5.30pm.