

MINUTES of the proceedings at a Meeting of the **POLICY & RESOURCES COMMITTEE** of the Fakenham Town Council held at Fakenham Connect, Oak Street, on **THURSDAY 4 MAY 2017** at 5.30pm

Present:

Cllr A. Vertigan (Chairman, presiding)

Cllrs G Acheson, J Holdom, M Coates, N Westmancott, T Duffy and C Rockett

One member of the public

Town Clerk - Linda Jennings

43 MINUTES

The Minutes of the Meeting held on 7 February 2017 having been circulated were on the proposition of Cllr Coates, seconded by Cllr Acheson APPROVED and signed by the Chairman.

44 APOLOGIES

There were no apologies

45 DECLARATIONS OF INTEREST

There was none.

46 MATTERS ARISING FROM THE MINUTES

46.1 Web Site – the Clerk has looked at various web sites but still has to get quotes. She will prepare a brief with Councillor Duffy and then get prices.

46.2 Social Media Training – There has been no interest from Councillors.

47 ELECTRONIC TABLETS

These have all now been returned to the office. ***On the proposition of Cllr Acheson, seconded by Cllr Vertigan that the Clerk will ask Sure Computers if they are willing to take them back. If not they will be sold on EBay. All in favour. The Clerk will also investigate the cost of used Apple iPad's.***

48 ANNUAL COMMUNITY AWARD

The information for this year's nominees was much more informative. ***It was agreed that the Press should be informed as early as January next year. Also agreed that the name should be updated and a new shield purchased to reflect this. As past Councillor and Mayor Mr Alan Tickle had donated the original shield he will be contacted and informed of the Council's proposal. An agenda item for the next Full Council meeting in June will be to decide a new name for this Award. Suggestions will be taken to the next Policy & Resources meeting on 18 July 2017.***

49 INTERNAL AUDIT/FINANCE

a) The Clerk has been in contact with the Charity Commission regarding the registering of the Market Tolls as Charitable status. There would be some benefits to becoming a charity. ***The Clerk had spoken briefly to representatives from Community Action Norfolk (CAN) regarding this issue and will try to get more information for the Full Council meeting.***

b) The Asset Register will be updated next Wednesday when the Clerk and Groundsman carry out an infantry check. On the proposition of

Cllr Vertigan, seconded by Cllr Coates that assets with a value of less than £100 are not recorded. All in favour.

- c) RBS reporting format, the RFO has completed the input of March and April and had brought examples for Councillors to view.
- d) The Arrangements for the public to view the Annual Accounts are as follows; 19th – 30th June 2017 between 2 and 5pm. 3rd – 14th July 2017 between 10am and 12pm. 17th – 28th July 2017 between 2 and 5pm. Viewings will be for a maximum of 1½ hours.

50 REVIEW OF STANDING ORDERS

On the proposition of Cllr Vertigan, seconded by Cllr Coates that Standing Order 13a) is amended as follows:

In Council Committees only elected members of that Committee may vote but all other Councillors may attend and speak.

On the proposition of Cllr Vertigan, seconded by Cllr Duffy that item 15b) iv. Is removed from Standing Orders. Standing Order 15c) to be amended with the following; The Human Resources Sub Committee to be a subcommittee of the Policy & Resources Committee.

51 EXCLUSION OF PUBLIC & PRESS

On the proposition of Cllr Vertigan, 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.

52 STAFF MATTERS

See confidential minute.

53 TOWN COUNCIL ACCOMODATION

See confidential minute.

54 OPEN SESSION

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

55 DATE & TIME OF THE NEXT MEETING

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

The meeting closed at 7.35pm.

CONFIRMED this day of 2017.

CHAIRMAN