

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 21 NOVEMBER 2017** at 5.30pm

Present:

Cllr G Acheson (Chairman, presiding)
Cllrs J Holdom, M Coates, T Edwards, and A Vertigan

Town Clerk - Linda Jennings

81 MINUTES

The Minutes of the Meeting held on 1 August 2017 having been circulated were on the proposition of Cllr Acheson, seconded by Cllr Coates APPROVED and signed by the Chairman.

82 APOLOGIES

Apologies were received from Cllr G Foortse

83 DECLARATIONS OF INTEREST

Cllr Coates declared an other interest in item 11.

84 MATTERS ARISING FROM THE MINUTES

Minute 74.1 The updating of the Town Council web site was discussed. Cllr Edwards has received a quotation for the redesigning of the site at a cost of £1200. On the proposition of Cllr Coates, seconded by Cllr Acheson this quotation was approved. Cllrs Edwards and Vertigan and the Clerk will meet with the web designer to discuss some changes to the proposal.

Minute 74.5 Staff and councillors have full insurance cover when completing Market duties.

Minute 74.3 The Clerk will purchase a JCB mobile phone for the Groundsman and change the provider to EE.

The Annual Timetable schedule was circulated having been updated.

85 GENERAL DATA PROTECTION REGULATION

The Clerk has attended a training course with Cllrs Sandford-Cooke and Brown. Cllrs Sandford-Cooke, Brown and the Clerk will form a subcommittee which will look at the requirements and report back to Councillors. Cllr Holdom is attending training at Cromer Town Council provided by Norfolk ALC. Cllr Acheson would also like to attend.

86 BUDGET SETTING

The Financial Officer has produced a draft proposal for the budget this was discussed by Councillors and amended as necessary. Councillors would like to draw to the attention of Full Council the possibility of having the CCTV on a rolling contract.

87 REVIEW FINANCE REGULATIONS AND STANDING ORDERS

These will not be reviewed until a new Responsible Financial Officer is appointed.

88 NOTIFICATION OF INTERNAL AUDIT

The Internal Audit will be carried out on Thursday 18 January 2018.

89 THE GOVERNANCE REVIEW

A recommendation from the Governance Review was item 1. The Council to further strengthen its position as the strategic body for the town for the town. The Town Council has now entered into a Working Party with North Norfolk District Council (NNDC) to be more strategic.

90 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.

91 TO CONSIDER TENDERS FOR OUTSOURCED ACCOUNTING SERVICES

See confidential minute.

92 COUNCIL ACCOMODATION

Nothing to report

93 OPEN SESSION

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

94 DATE & TIME OF THE NEXT MEETING

The next Policy & Resources meeting will be held on Tuesday 16 January 2018 at 5.30pm.

The meeting closed at 8.00pm.

CONFIRMED this day of 2018.

CHAIRMAN