

**MINUTES** of the proceedings at a Meeting of the **POLICY & RESOURCES COMMITTEE** of the Fakenham Town Council held at Fakenham Community Centre, Oak Street, on **TUESDAY 20 MARCH 2018** at 5.30pm

**Present:**

Cllr G Acheson (Chairman, presiding)

Cllrs J Holdom, M Coates, T Edwards, and A Vertigan

Town Clerk: - Linda Jennings

**133 MINUTES**

The Minutes of the Meeting held on 26 February 2018 having been circulated were on the proposition of Cllr Coates, seconded by Cllr Acheson APPROVED and signed by the Chairman with the following amendment: To confirm the amendment to minute 127 as proposed in minute 263, 13 March 2018 meeting.

*Cllr Edwards and the Clerk draft a letter to the Internal Auditor stating that the Town Council have decided to administer Market Tolls as a corporate body, but with the accounts separate from the statutory accounts, and supply our reasoning behind this decision. This letter will be provided to the RFO for approval before being ratified at the next Full Council meeting.*

**134 APOLOGIES**

Apologies were received from Cllrs Foortse and Duffy both with conflicting engagements.

**135 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**136 MATTERS ARISING FROM THE MINUTES**

- **Minute 126 (110) (98) (84.1)** Ongoing
- **Extreme Weather.** The Clerk is working on this. Cllr Holdom remembered this Policy had been discussed some years ago. The Clerk will find the documents.
- **Performance Management Policy** This still has to be completed.
- **I.T. Working Party - Meeting will take place after Easter.**

**137 MARKET TOLLS**

Awaiting developments.

It was agreed three items needed clarification:

1. The criteria for Market Tolls Grants as defined in the 'Trust Deed'.
2. The discretionary powers with which Council may authorise expenditure from the Market Tolls Fund.
3. The redesign of the Grant application form.

Cllr Holdom will circulate the paper originated by Cllr Acheson to review the interpretation of the Grant criteria in the Market Tolls Deed the definition of the criteria in the Market Tolls Deed. This will also be an agenda item for the next committee meeting.

**138 GENERAL DATA PROTECTION REGULATION (GDPR)**

The appointing of a Data Protection Officer is on hold until more information is released from Government. In the meantime staff will be starting some processes to ensure the Town Council has the minimum cover. The Clerk will obtain quotes for a Data Protection Office from an outside source. These include Eastlaw, Priviness, NP Law, Norfolk ALC.

### **139 TO DISCUSS THE GOVERNANCE REVIEW**

Amendments were made as follows to the Recommendations List:

**A1-A8 & C6** – Have done much towards this including a Mission Statement and updating the Web Site. Councillors have regular meetings with North Norfolk District Council (NNDC) and have formed a Regeneration Group defining the wishes of the Town Council. Councillors are currently in consultation with local retail businesses. The Town Council has a regular monthly article in the Fakenham Sun and the 'news' section of the web site is updated regularly. The Chairman, Vice Chairman and Clerk are in regular contact with local journalists. Last year a community survey was carried out regarding the Highfield Car Park. This caused the District Council to change its plans.

**B1 Recc 4** – Enquiries were made at the time with limited options of 0.5% for deposit terms sought. This item is under constant review.

**B1 Recc 5** – Wording complete.

**B2** – This is complete.

**B6** – The Financial Committee will propose information useful for a Fact Sheet from 1<sup>st</sup> April 2018.

**B11 & E12** – Ongoing by the Leisure & Environment Committee.

**C4 & B6** – Ongoing. Could include Finance Committee Fact Sheet.

**C8 & D4** – Councillors are encouraged to consider benefits and obligations of training. Officers to prompt and encourage Councillors to attend. A training record will Councillors will be produced.

**C9 & C13** – **Councillor** attendance records will be published via the web site and will reflect which committees they are on.

**D1** – Employment Policies are up to date and ongoing.

**D2** – Work station review, another review will be carried out by Officers following the installation of new computers..

**D3** – Profile of all Town Council staff to be placed on the web site.

**D6** – Ongoing and being actively pursued.

**D7, D11 & D12** – Ongoing.

**D8 & 14** – Cllr Sandford-Cooke will instruct.

**D16** – Ongoing and in active practise.

**E2 & E7 – E9** – Each Committee will produce its own 'Terms of Reference' for approval at Full Council.

**E4** – Complete.

**E11** – The Development & Market Committee has taken advice from the Planning Officers and their recommendation is that it continues to respond to applications as it currently does.

**E11** – This is current practise.

**E12, E17, F1-4 & H3** – Council has decided against this.

**E14** – Ongoing, these matters are actively considered when decisions are made.

**A5 & H4** – This is being actively reviewed.

**H5** – Our MP is not proactive in the Parish.

**I7** – External speakers are invited.

**I8 & I12** – Ongoing and used when required.

**I9** – Councillors engage with the public from a stand in the Market Place on Market days and special events whenever possible.. The Council also holds Public Meetings – 2 in the last year (2017/2018).

**I10** – The web link to the District Council Planning pages is available on the town council web site.

**I11**- The newsletter takes the form of the monthly column in the Fakenham Sun and also news items on the Town Council web site.

### **140 MINUTES OF THE HEALTH & SAFETY SUB COMMITTEE**

The minutes were received but could not be signed as no member of the subcommittee was in attendance.

**141 LONE WORKING POLICY**

The amended version was received with additions to be made including reference to the alarm system in the office and management of the Groundsman.

**142 THURSDAY MARKET RISK ASSESSMENT**

This was received and discussed. The pages need to be numbered. Cllr Coates reported that the electric cable from the Fish Stall either needs to be higher so it does not encroach on the ATM at HSBC or on the ground with cable protector. The Clerk will speak to the stall holder. Cllr Holdom asked for a section to be inserted to the Risk Assessment regarding sustainability.

**143 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.

**144 CONFIDENTIAL MINUTES OF 26 FEBRUARY 2018**

The Confidential Minutes were approved and signed with amendments. See Confidential Minute 146.

**145 TOWN COUNCIL ACCOMODATION**

Nothing to report.

**146 STAFF MATTERS**

See confidential minute.

**147 HR MEETING**

See confidential minute.

**148 OPEN SESSION**

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

**149 ITEMS FOR THE NEXT & SUBSEQUENT AGENDA'S**

- Review the Asset Register
- Review Financial Risk Assessment
- Review Financial Regulations
- Review Standing Orders

**150 DATE & TIME OF THE NEXT MEETING**

The next Policy & Resources meeting will be held on Wednesday 2 May 2018 at 5.30pm.

The meeting closed at 19:20 pm.

**CONFIRMED this**                      day of                                              2018.

**CHAIRMAN**