

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 29 MAY 2018** at 5.30pm

Present:

Cllr G Acheson (Chairman, presiding)
Cllrs J Holdom, G. Footse, A. Vertigan

Town Clerk: - Linda Jennings

1 MINUTES

The Minutes of the Meeting held on 2 May 2018 having been circulated were on the proposition of Cllr Acheson, seconded by Cllr Holdom, APPROVED and signed by the Chairman.

2 APOLOGIES

Apologies were received from Cllrs Edwards who has a conflicting engagement.

3 DECLARATIONS OF INTEREST

None

4 MATTERS ARISING FROM THE MINUTES

Item 154 Severe Weather. This will be an agenda item at the next meeting.

Item 160 Risk Management Policy. Add details of the Emergency Event and Extreme Weather Policy to the Risk management Policy.

Minute 159 Standing Orders. Cllr Vertigan will liaise with Cllrs Acheson, Footse and the Clerk.

Minute 158 Review the Asset Register. Cllr Holdom will continue to work on this. Cllrs Coates and Edwards have completed the inventory check of the Town Councils property.

5 GENERAL DATA PROTECTION REGULATION (GDPR)

The General Data Protection Regulation Policy was discussed and amended.

The Town Council will ask the County Officer for Norfolk ALC to be its Data Protection Officer (DPO). The Clerk will write to him. This Policy will be included within the Risk management Policy.

The progress review of the General Data Protection Regulation will take place with the Chairman, Clerk and Councillors as required.

Councillor's names will be omitted from any minutes except in the case of an action.

Councillors will be reminded that the Council itself does not share data i.e. 'reply all' must not be used when responding to emails.

All Councillors and staff will need training and must be scrupulous with their data.

The Policy & Resources Committee will manage the GDPR process and will review annually in May of each year.

6 TO RECEIVE THE FINANCIAL TERMS OF REFERENCE

The Finance committee have produced the Terms of Reference for the Council's finances. See attached.

7 TO REVIEW THE MARKET TOLLS GRANT APPLICATION CRITERIA

The Market Tolls application form was amended and updated. See attached.

8 TO REVIEW THE FINANCIAL RISK ASSESSMENT

This was reviewed and updated. See attached.

9 TO REVIEW THE FINANCIAL REGULATIONS

This will be an agenda item at the next P & R meeting.

The Annual Governance and Accountability Return (AGAR) will be available for public viewings between Monday 2 July 2018 and Friday 10 August 2018. This will be during office hours 10am -2pm, by appointment only.

10 TO DISCUSS THE APPOINTMENT OF THE MAYOR AT THE ANNUAL COUNCIL MEETING

The Chairman should be elected every year although there is no requirement that a Chairman should not stand for re-election. Ideally a Chairman should not serve for more than 4 years as this is the cycle for local elections.

Cllr Foortse left the meeting.

11 EXCLUSION OF PUBLIC & PRESS

On the proposition of Cllr Holdom, 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.

12 CONFIDENTIAL MINUTES OF 20 MARCH 2018

The Confidential Minutes were approved and signed at the previous Full Council meeting.

13 TOWN COUNCIL ACCOMODATION

Nothing to report.

14 STAFF MATTERS

Nothing to report.

15 TO DISCUSS THE COUNCIL'S ESTATE LAND

Nothing to report.

16 OPEN SESSION

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

17 DATE & TIME OF THE NEXT MEETING

The next Policy & Resources meeting will be held on Tuesday 10 July 2018 at 5.30pm.

The meeting closed at 19.45 pm.

CONFIRMED this day of 2018.

CHAIRMAN