



Fakenham Town Council

5 September 2018

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 11 SEPTEMBER 2018** 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 10 July 2018 (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) Update of Fakenham Town Council's Standing Orders.
 - b) To receive the amended version of Fakenham Town Council's Performance Management Strategy.
 - c) Market Tolls Grant Application and Criteria Form
 - d) The policy document concerning the use of recording equipment at Full Council meetings.
5. To receive the minutes of the HR Sub Committee meetings held on 15 August 2018.

6. To receive the minutes of the Finance Sub Committee meetings held on 13 August 2018.
7. To discuss the renewal of the Photocopier/printer contract.
8. To discuss the appointment of Prevolution in order to raise the Council's profile.
9. To discuss the Market Towns Initiative.
10. To discuss the security of the office IT equipment i.e. passwords etc.
11. 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.
12. To confirm the Confidential Minutes of the Meeting held on 10 July 2018 (attached).
13. To discuss Town Council accommodation.
14. Staff Matters
15. To move into open session.
17. To note the date and time of the next meeting: Tuesday 11 November 2018 at 5:30pm