

**MINUTES of the proceedings at a Meeting of the  
POLICY & RESOURCES COMMITTEE**

**held at Fakenham Connect, Oak Street, Fakenham**

**on TUESDAY 13 NOVEMBER 2018 at 5:30pm**

**PRESENT:**

Councillor G Acheson (Chairman, Presiding)

Cllrs: J Holdom, A. Vertigan, M Dutton, M Coates, G Foortse

Town Clerk: L Jennings

Public: None

		<b>Action (initials)</b>
<b>MINUTES</b>		
<b>52</b>	<b>MINUTES</b> The Minutes of the Meeting held on 11 September 2018 having been circulated were on the proposition of Cllr Coates, seconded by Cllr Acheson, APPROVED and signed by the Chairman.	
<b>53</b>	<b>APOLOGIES</b> Apologies for absence were received and accepted from Cllr T Edwards.	
<b>54</b>	<b>DECLARATIONS OF INTEREST</b> There were none.	
<b>55</b>	<b>MATTERS ARISING FROM THE MINUTES</b> Minute 39 – Standing Orders. Cllr Vertigan has produced a copy of the revised Standing Orders and a list of the amendments. Cllrs were asked to read the document and note any items that needed discussion. This will be an agenda item at the next meeting. Minute 39 - Performance Management Strategy. The next P & R meeting will agree the ambitions and targets for the next year and the influence this will have on the budget. There will be an Extraordinary P & R committee meeting (date to be confirmed) – to discuss the Management Policy, targets for the year and to give the final approval to the updated Standing Orders. Minute 39 – Electronic Recording of meetings – Cllrs Vertigan, Foortse, Holdom, Dutton and the Clerk will meet before the next P & R meeting to formulate a procedure for use of this equipment. This policy must include the destruction date of any recordings.	
<b>56</b>	<b>TOWN COUNCIL ANNUAL INSURANCE POLICY</b> The Policy Schedule from Zurich was discussed with Cllrs deciding that the valuation for the Chapel and the Lychgate at Creake Road Cemetery needing to be increased. The Clerk will contact the Insurers.	<b>Clerk</b>
<b>57</b>	<b>MINUTES OF THE FINANCE SUB COMMITTEE</b> The minutes of the meetings held on 10 September and 15 October 2018 were received with no comments. The Finance Sub Committee minutely inspects the accounts and all Councillors are welcome to attend the meetings. Following a query Councillors who are members of this committee can be cheque signatories. The December meeting will be held on the 17 <sup>th</sup> .	

<b>58</b>	<b>SEVERE WEATHER POLICY</b> On the Proposition of Cllr Acheson, seconded by Cllr Coates that this document will be a joint document with the Risk Management Policy which the Clerk will update. All in favour.	<b>Clerk</b>
<b>59</b>	<b>MARKET TOWNS INITIATIVE</b> Work is progressing with minor amendments being made before submission.	
<b>60</b>	<b>BUDGET FOR 2019/2020</b> Cllrs discussed proposals for the 2019/2020 budget. There will be a Human Resources meeting on Monday 7 <sup>th</sup> January 2019. Time to be arranged. The Clerk will investigate a 'retainer' contract for the office IT equipment. <i>Cllr Foortse left the meeting.</i> The Clerk will get total cost of the grass cutting and street lighting contracts. The cost of the CCTV maintenance contract for the next year will also be obtained.	<b>Clerk</b>   <b>Clerk</b>
<b>61</b>	<b>GROUNDSMAN'S HOURS</b> A paper will be produced outlining the tasks that would be required.	
<b>62</b>	<b>REPLACEMENT TRACTOR</b> Councillors agreed that the current tractor does need replacing. Various options were discussed from the quotations the Clerk had received. A vehicle smaller than the tractor was suggested and Cllr Coates and the Clerk will investigate.	<b>MC/ CLERK</b>
<b>63</b>	<b>TO MOVE THAT THE PUBLIC &amp; PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.</b> On the proposition of Cllr Acheson seconded by Cllr Coates RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that 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.	
<b>64</b>	<b>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON 11 SEPTEMBER 2018</b> These were approved at the Full Council meeting on 16 <sup>th</sup> October 2018.	
<b>65</b>	<b>TOWN COUNCIL ACCOMODATION</b> Nothing to report	
<b>66</b>	<b>STAFF MATTERS</b> Nothing to report	
<b>67</b>	<b>TO MOVE INTO OPEN SESSION</b> On the proposition of Cllr Acheson seconded by Cllr Coates RESOLVED the Council moves into Open Session.	
<b>68</b>	<b>DATE AND TIME OF NEXT MEETING</b> 8 January 2018 at 5.30pm.	
	The meeting closed at 20:00  <b>CONFIRMED</b> this                                  day of                                  2018  <b>CHAIRMAN</b>	