

MINUTES of the proceedings at a Meeting of the
POLICY & RESOURCES COMMITTEE
held at Fakenham Connect, Oak Street, Fakenham
on TUESDAY 8 JANUARY 2019 at 5:30pm

PRESENT:

Councillor G Acheson (Chairman, Presiding)
 Cllrs: J Holdom, M Dutton, A Vertigan, M Coates

Town Clerk: L Jennings

Public: None

		Action (initials)
MINUTES		
81	MINUTES The Minutes of the Meeting held on 13 December 2018 having been circulated were on the proposition of Cllr Holdom, seconded by Cllr Acheson, APPROVED and signed by the Chairman.	
82	APOLOGIES Apologies for absence were received and accepted from Cllrs T Edwards, T Duffy and G Foortse.	
83	DECLARATIONS OF INTEREST There were none.	
84	MATTERS ARISING FROM THE MINUTES Cllrs Holdom & Dutton produced a Business Plan of Aims and Initiatives from previous Management Strategy Discussions. This is a working document to be brought to each committee throughout the year for discussing Action Plans, updates on Outcomes and Task Assignments, from which individual Employee Plans may be set for assessment in the annual appraisal process.	Clerk
85	MINUTES OF THE FINANCE SUB COMMITTEE On the proposition of Cllr Acheson, seconded by Cllr Coates, the minutes of the meeting s held on 17 December 2018 were received with no comments.	
86	TO REVIEW THE WAY ARCHIVED MINUTES ARE KEPT After a debate it was agreed that minutes would be archived in year books. These books will have separate sections for each set of signed committee and full council minutes. Confidential minutes will be discussed at the next P & R meeting.	Clerk
87	LONE WORKING POLICY This was agreed and accepted.	
88	INTERNAL AUDITOR'S REPORT (INTERIM) 2018-2019 The Town Council web site still needs improving with agendas and minutes filed in date order. Cllr Holdom will arrange for Norfolk ALC to provide extra training. The Clerk confirmed the Financial Regulations had been circulated with the adoption date annotated. Standing Orders have also been confirmed. The Risk Management Policy was approved at the Full Council meeting on 18 September 2018. This will be reviewed at the next P & R meeting. On the proposition of Cllr Acheson, seconded by Cllr Holdom that the HR and Finance subcommittee meeting minutes are not required to be	Clerk

	posted on the web site.	
89	VALUATION OF EFFECTS FOR INSURANCES PURPOSES The Town Council's effects have been valued and the information passed to the insurers.	
90	TO MOVE THAT THE PUBLIC & PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960. 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.	
91	No confidential minutes were taken at the last meeting held on Thursday 13 December 2018. The meeting had not been quorate due to Councillors having to leave before the end of the meeting.	
92	TOWN COUNCIL ACCOMODATION No information has been received following the Chairman's letter sent to the Leader of North Norfolk District Council.	
93	STAFF MATTERS An HR meeting needs to be arranged to discuss the working arrangements for a new member of staff. The meeting should also discuss annual salary pay awards, pension increases and performance management targets for the annual appraisal process..	
94	TO MOVE INTO OPEN SESSION On the proposition of Cllr Acheson seconded by Cllr Coates RESOLVED the Council moves into Open Session.	
95	DATE AND TIME OF NEXT MEETING 8 January 2018 at 7.00pm.	
	The meeting closed at 19:00 CONFIRMED this day of 2019 CHAIRMAN	