



Fakenham Town Council

5 March 2019

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 12 MARCH 2019** 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 24 January 2019 (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:
Minute 86 – to review the way that archived minutes are kept
Minute 88 - Internal Auditors report (interim) 2018-2019 (website date order).
5. To receive the minutes of the HR Sub Committee held on 6th February 2019.
6. To receive the minutes of the Finance Sub Committee meetings held on 18 February 2019 (attached).
7. To review confidential minutes.

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Town Clerk: Linda Jennings

8. To review the Risk Management Policy.
9. To review the Financial Risk Assessment.
10. To receive Investment Strategy information.
11. To receive the Updated copy of the Fixed Assets Register.
12. To receive an updated copy of the Annual Timetable.
13. To review the Corporate Objectives and Mission Statement.
14. To approve the new Standing Orders.
15. To approve a letter of welcome for new Councillors.
16. To discuss the cost of an annual retainer for the Town Council IT equipment.
17. To discuss the possibility of the Town Council covering expenses incurred for the Christmas Lights event 2019.
18. 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.
19. To confirm the Confidential Minutes of the Meeting held on 13 December 2018 (attached).
20. To discuss Town Council accommodation.
21. Staff Matters
22. To move into open session.
23. To note the date and time of the next meeting: Tuesday 9 April 2019 at 5:30pm