

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

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

**on TUESDAY 12 MARCH 2019 at 5:30pm**

**PRESENT:**

Councillor G Acheson (Chairman, Presiding)

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

Town Clerk: L Jennings

Public: None

		Action (initials)
<b>MINUTES</b>		
<b>102</b>	<b>MINUTES</b> The Minutes of the Meeting held on 24 January 2019 having been circulated were on the proposition of Cllr Coates, seconded by Cllr Acheson, APPROVED and signed by the Chairman.	
<b>103</b>	<b>APOLOGIES</b> Apologies for absence were received and accepted from Cllrs T Edwards.	
<b>104</b>	<b>DECLARATIONS OF INTEREST</b> Cllr Coates declared an on-pecuniary interest on item 17 of the agenda.	
<b>105</b>	<b>MATTERS ARISING FROM THE MINUTES</b> There were none	
<b>106</b>	<b>MATTERS ARISING FROM THE MINUTES</b> Minute 86 – Confidential Minutes will be in a summarised form that does not break confidentiality. This applies to agenda item 7. Minute 88 – Website date order for agenda’s and minutes. This has still to be completed. Councillors would like this changed so that agenda’s and minutes appear separately. The Clerk will contact the Contractor to get these works completed and the dates in chronological order.	<b>Clerk</b>
<b>107</b>	<b>MINUTES OF THE HR COMMITTEE</b> The Minutes of the Meeting held on 6 February 2019 having been circulated were on the proposition of Cllr Acheson, seconded by Cllr Holdom. The appraisal targets for staff and the Clerk were set.	
<b>108</b>	<b>MINUTES OF THE FINANCE SUB COMMITTEE</b> The Minutes of the Meeting held on 18 February 2019 having been circulated were on the proposition of Cllr Holdom, seconded by Cllr Acheson.	
<b>109</b>	<b>TO REVIEW THE RISK MANAGEMENT POLICY</b> The Policy was reviewed with the Severe Weather Policy being added. Also added is the arrangement that a spare key to the storage cupboard in the office will be kept in a key safe in the office. The Chairman and Deputy Chairman will have access to this safe in an emergency.	<b>Clerk</b>
<b>110</b>	<b>TO REVIEW THE FINANCIAL RISK ASSESSMENT</b> This was reviewed and amendments made.	<b>Clerk</b>
<b>111</b>	<b>INVESTMENT STRATEGY INFORMATION</b> A schedule was presented detailing deposit and investment opportunities summarised from the Investment Strategy research.	

