



Fakenham Town Council

3 September 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 10 SEPTEMBER 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 14 August 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.
5. To receive the minutes of the Finance Sub Committee meetings held on:
 - a) 10 June 2019 (attached). Approved at P&R meeting on 9th July 2019
 - b) 8 July 2019 (attached). Approved at P&R meeting on 9th July 2019
 - c) 14 August 2019 (attached).
 - d) 9 September 2019 (to follow).
6. To Review the Health & Safety Policy

7. To receive the minutes of the HR Sub Committee meetings held on:
 - a) 8 July 2019 (attached).
 - b) 14 August 2019 (attached).
 - c) 3 September 2019 (attached).
8. To Review the Councils Website Maintenance
9. To review Standing Orders
10. To discuss the Fakenham Town Council Business Plan
11. To discuss Councillor training.
12. To Discuss the 2020-21 Budget setting format
13. 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.
14. To discuss Town Council accommodation
15. Staff Matters
 - a) To approve a locum to cover for staff holidays.
 - b) Staff Management Plans
 - c) Groundsman's work schedules
 - e) To consider a policy for compassionate leave
16. To move into open session.
17. To receive an update regarding the Town Christmas event.
18. To note the date and time of the next meeting: Tuesday 8 October 2019 at 5:30pm.