



Fakenham Town Council

16 October 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 **WEDNESDAY 23 OCTOBER 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 10 September 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) 14th October 2019 (attached)
 - b) To receive NNDC notification on changes to small business rates.
6. To receive the minutes of the HR Sub Committee meetings held on:
 - a) 11th September 2019 (attached)
 - b) 16th September 2019 (attached)
 - c) 18th October 2019 (attached)
7. To receive an update regarding the Town Christmas event.

Fakenham Connect, Oak Street, Fakenham, Norfolk NR21 9DY

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Website: www.fakenhamtowncouncil.org.uk

Town Clerk: Linda Jennings

8. To discuss 'Operation London' policy in the event of the death of a senior Royal (draft protocol attached).
9. 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.
10. To discuss Town Council accommodation
11. Staff Matters
 - a) To receive draft of Special Leave Policy
12. To move into open session.
13. To note the date and time of the next meeting: Tuesday 12 November 2019 at 5:30pm.