



Fakenham Town Council

2nd September 2020

I give notice that a Meeting of the **POLICY & RESOURCES COMMITTEE** of Fakenham Town Council will be held **Virtually via Zoom on TUESDAY 8 SEPTEMBER 2020 at 6pm** to consider the items on the Agenda below

The link to the meeting will be sent to Councillors separately, members of the public or the press wishing to attend the meeting virtually will need to email the Clerk and request a link to the meeting.

Yours faithfully

Linda Jennings

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 Meetings held on 7th & 30th July 2020 (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 of 7th July 2020:
Minute 6 – Review of Internal Audit 2019-2020. Action plan items R1 and R2.
Minute 7 - S/O: Clerk/Cllr Dutton to finalise amendments
Minute 8 – To receive an update on the progress of the new IT system including details re. Zoom policy (Agenda item 9 Zoom activity: data protection, cyber security, recordings, transcripts and storage management.
Minute 9 – To review the current activities and health & safety levels at the Connect offices.

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Town Clerk: Linda Jennings

Matters arising from the Minutes of 30th July 2020:
Minute 17 (I) Access Control Policy
Minute 17 (II) GDPR
Minute 17 (IV) Signed documents for loan IT equipment.

5. To receive the minutes of the Finance Sub Committee meetings held on:
 - a) 14th July 2020 (attached)
 - b) 7th September 2020
6. To receive a progress report regarding the updating of the Council's I.T. Equipment and system.
7. To receive GDPR Policy for annual review (2019 docs attached)
8. To approve the Town Council being members of the Institute of Cemeteries and Crematorium management (ICCM) at a cost of £95 per annum.
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 confirm the Confidential Minutes of the Meetings held on 7th July 2020 (attached).
11. Staff Matters
 - a) to receive notification of the 2020–21 National Pay Award of 2.75% backdated to 1st April 2020 (attached).
 - b) To discuss re-imburements for staff working from home
12. Town Council accommodation.
13. To move into open session.
14. To note the date and time of the next meeting: Tuesday 10 November 2020