

MINUTES of the proceedings at a Meeting of the **POLICY & RESOURCES COMMITTEE** of the Fakenham Town Council held at Fakenham Connect, Oak Street, on **TUESDAY 21 JULY 2015** at 5.15pm, when there were present:

Cllr A. Vertigan (Deputy Chairman, presiding)
M. Coates, G. Acheson, J Cubitt, J Holdom

1 HOUSEKEEPING

The Chairman informed the Meeting of the location of the emergency exits and toilets.

2 MINUTES

The Minutes of the Meeting held on 21 April 2015 having been circulated were on the proposition of Cllr A. Vertigan, seconded by Cllr J Cubitt APPROVED and signed by the Deputy Chairman.

3 APOLOGIES

Cllrs Punchard and Crook

4 DECLARATIONS OF INTEREST

There was no Declarations of Interest.

5 MATTERS ARISING FROM THE MINUTES

Minute 146: Cllr Holdom asked if there was any further information regarding online banking. Following a discussion it was agreed that Cllr Vertigan and the RFO would investigate procedures from other banks for business online banking. If there are no better systems Councillors agreed it would be better to go back to the cheque signatory system. Cllr J. Cubitt will complete an Internal Audit next week.

Minute 148: Cllr Holdom also asked if an answer had been sought regarding who would be the Proper Officer should a complaint arise from both the Clerk and Deputy Clerk. The Clerk will seek advice.

6 NORFOLK PENSION FUND

The RFO had received a copy of the 'Fund Actuary' from the Norfolk Pension Fund. This will be emailed to Councillors. It is possible that the Town Council would need to make up a shortfall of 22% should there be any difficulties in the future with the fund. The Clerk will find out exactly what this would mean for the Town Council and also invite a member of the Norfolk Pension to speak to Councillors. The Policy Statement on Pensions was amended and will be emailed to Councillors before the next Full Council meeting.

7 POSTAGE OF TOWN COUNCIL AGENDAS

The costs of posting Agendas and associated paperwork were discussed. Cllr Vertigan explained the benefits of each member of the Town Council having an electronic tablet. Cllr J. Cubitt was not in favour of tablets. On the proposition of Cllr Acheson, seconded by Cllr Holdom recommend that agendas to be sent electronically except for those Town Council members who request a hard copy. All in favour. On the proposition of Cllr Vertigan, seconded by Cllr Acheson recommend that tablets are purchased by the Town Council for loan to those members who require them. All in favour.

8 SOCIAL MEDIA POLICY

On the proposition of Cllr Acheson, seconded by Cllr Vertigan that the Social Media Policy is adopted. Following a vote, 4 Councillors were for the proposition with 1 abstention.

9 MEMORIAL BENCHES

On the proposition of Cllr Vertigan seconded by Cllr Acheson that a nominal fee of £50 is charged to cover maintenance costs for 10 years. Benches would be in wood and only if there is space available. This policy will be for the whole of the Town Council's estate and designs of benches must be approved by the Clerk.

10 REVIEW OF STANDING ORDER 15c

On the proposition of Cllr Vertigan, seconded by Cllr Holdom that Standing Order No 15c be amended to remove 'Former Mayor' and is replaced with 'retiring Chairman or Deputy Chairman. All in favour.

11 EXCLUSION OF PUBLIC & PRESS

On the proposition of Cllr J. Cubitt, seconded by Cllr Holdom RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted.

12 STAFF MATTERS

The Clerk gave an overall view of the Groundsman's appraisal review. The Groundsman has suggested the Town Council purchases their own hedge cutter to save on hiring fees. The Clerk will compare costs and take to the Leisure & Environment meeting in September. The Clerk gave an overview of the Deputy Clerk's appraisal. Following a discussion and on the proposition of Cllr Vertigan, seconded by Cllr Acheson that an independent Arbitrator is sought. All in favour.

Cllr J. Cubitt left the meeting.

13 OPEN SESSION

On the proposition of Cllr Coates, seconded by Cllr Vertigan RESOLVED that the Council moves into Open Session.

The meeting closed at 7.40pm.

CONFIRMED this day of 2015.

CHAIRMAN