

**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 5 APRIL 2016** at 5.15pm

**Present:**

Cllr A. Vertigan (Chairman, presiding)  
G. Acheson M. Coates, J Holdom, R. Crook  
Linda Jennings – Town Clerk

**48 MINUTES**

The Minutes of the Meeting held on 15 March 2016 having been circulated were on the proposition of Cllr Coates, seconded by Cllr Acheson APPROVED and signed by the Chairman.

**49 APOLOGIES**

Apologies were accepted from Cllr Duffy.

**50 DECLARATIONS OF INTEREST**

Cllr Holdom declared a pecuniary interest in item 6.

**51 MATTERS ARISING FROM THE MINUTES**

Cllr Acheson proposed that all committee meetings should start at 5.30pm with Full Council meetings starting at 7pm. These times are subject to change should the need arise.

**52 RESPONSIBLE FINANCIAL OFFICERS REPORT**

£75057 has been credited to the General Reserve Account 22 March 2016 in respect of Rudham Stile Lane sale.

At year end the balance remaining in the Current Account less known creditors leaves a balance of £11,588. This money will meet the costs of the Governance Review, Recruitment Costs and the RBS accounting package.

The £15k savings on salary costs from last October has also enabled surplus funds in the Precept Account totalling £22,405. The RFO suggested this be ring-fenced for future Trap Lane development.

Precept monies will be transferred from NNDC to the Town Council's bank account 30 April and 30 September 2016.

**The Market Tolls Accounts**

The RFO has spoken with RIALTAS. This company offers the RBS Accounting Software. Quotes for Alpha (Receipts and Payments) and Omega (Income & Exp.) systems. An online demonstration, visits to other users and training can be arranged.

A list of cost codes and expense headings to be used for expenditure analysis from 1<sup>st</sup> April 2016. Expenses headings and cost code numbers may be modified when uploading to an accounting package in the future.

**On the proposition of Cllr Vertigan, seconded by Cllr Acheson, RESOLVED that the RBS Omega package is purchased with appropriate training for the RFO. The Financial Officer at Norfolk ALC uses the RBS system and will be asked if she can provide training.**

The Market Tolls accounts were received. Cllr Crook asked if there was a Business Plan for the future of the Thursday Market.

**53 EXCLUSION OF PUBLIC & PRESS**

On the proposition of Cllr Coates, seconded by Cllr Acheson 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.

**54 STAFF MATTERS**

**54.1** The Clerk will have her appraisal with the Chairman on Thursday 7 April 2016.

**54.2** Norfolk ALC will be asked to provide the recruitment of a new member of office staff.

**54.3** A Human Resources meeting needs to be arranged as soon as possible.

**55 OPEN SESSION**

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

The meeting closed at 6.50pm.

**CONFIRMED this**                      day of                      2016.

**CHAIRMAN**