



## Fakenham Town Council

15 June 2016

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 21 JUNE 2016** 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 elect the Chairman of the Committee to serve until the next Annual Meeting.
- 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 To confirm the Minutes of the Meeting held on 5 April 2016 (attached)
- 5 Matters arising from the Minutes
- 6 To receive the Responsible Financial Officer's Report  
6.1 Internal Audit report to follow.
- 7 To discuss having a separate Mayor and Chairman
- 8 To discuss holding Councillor Surgeries
- 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 staff matters  
9.1 Prepare new staff member contract.

- 11 To move into Open Session
- 12 To note the date and time of the next meeting on 20 September 2016 at 5.30pm