

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 JUNE 2016** at 5.30pm

Present:

Cllr A. Vertigan (Chairman, presiding)

G. Acheson M. Coates, J Holdom, J Sandford-Cooke, I. Grand, J. Dougall
Town Clerk - Linda Jennings

Public – Mr J Rockett

1 TO ELECT A CHAIRMAN OF THE COMMITTEE TO SERVE UNTIL THE NEXT ANNUAL MEETING OF THE COUNCIL

Cllr Coates proposed Cllr A Vertigan as Chairman, seconded by Cllr Acheson and AGREED unanimously.

2 APOLOGIES

Apologies were accepted from Cllr Wilkes.

3 DECLARATIONS OF INTEREST

There was none.

4 MINUTES

The Minutes of the Meeting held on 5 April 2016 having been circulated were on the proposition of Cllr Coates, seconded by Cllr Acheson APPROVED and signed by the Chairman.

5 MATTERS ARISING FROM THE MINUTES

Item 52: The RBS Software is on hold for a month due to the end of year accounts being finalised.

6 RESPONSIBLE FINANCIAL OFFICERS REPORT

The RFO distributed bank forms for the new cheque signatories to sign, these are Cllrs Acheson and Thorpe. The RFO reported on the Internal Auditor's report. On the proposition of Cllr Holdom, seconded by Cllr Vertigan that the Risk Management report for Health & Safety and Finance is updated annually. Any actions from the Internal Auditors report should be added to the Decision Log. The RFO queried if the Town Council could reduce the number of bank accounts it holds. Following a discussion Cllr Acheson recommended leaving the accounts as they are.

7 TO DISCUSS SEPARATING THE MAYOR AND CHAIRMAN ROLES

Cllr Dougall said that all Councillors are volunteers and separating the roles would ease the burden on one person. On the proposition of Cllr Acheson, seconded by Cllr Dougall that the Clerk writes to Norfolk ALC to tell them the Town Council is minded to have a separate Chairman and Mayor and enquire as to the rules and if this allowable. All in favour.

8 COUNCILLOR SURGERIES

A letter has been received from Mr C. Rockett suggesting that the Town Council involve the Academy and Sixth Form students by having a presentation. Cllr Holdom commented that this had been tried before but the school could not fit this in to their curriculum. Cllr Sandford-Cooke suggested that the Town Council writes the Academy to get their comments.

The Chairman will respond to Mr Rockett's letter.

Cllr Sandford-Cooke that most of the public do not know what The Town Council does. There is a need to inform the public but she felt that it was too formal to hold these surgeries in the Council Chamber. Cllr Acheson suggested a stall on the Thursday Market once a month and one³ on the Farmers Market every two months.

Cllr Coates suggested the stall could go in Millers Walk during inclement weather. On the proposition of Cllr Vertigan, seconded by Cllr Coates that on the second Thursday of the month (after the Full Council meeting) a stall will be on the Thursday Market. All in favour. This proposition will be discussed at the next Full Council meeting.

9 EXCLUSION OF PUBLIC & PRESS

On the proposition of Cllr Coates, seconded by Cllr Sandford-Cooke 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.

10 STAFF MATTERS

10.1 The new part time Administration Assistant, Anne Kerrison, starts next week for two days with a handover by the Locum Assistant. Mrs Kerrison will normally work from 10am to 2pm 5 days a week.

10.2 See confidential minute.

11 OPEN SESSION

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

The meeting closed at 7.05pm.

CONFIRMED this day of 2016.

CHAIRMAN