



Fakenham Town Council

31 January 2017

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 7 FEBRUARY 2017** 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 confirm the Minutes of the Meeting held on 29 November 2016 (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.
- 5 To discuss the purchase of a laptop for the Responsible Financial Officer (RFO).
- 6 To review the Financial Risk Assessment.
- 7 To approve the Risk Management Policy.
- 8 To receive the Internal Audit Report.
- 9 To discuss Social Media Training.
- 10 To discuss the updating of the Town Council website.

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Town Clerk: Linda Jennings

- 11 To review the Fixed Assets Register.
- 12 To discuss the recording of actions in the minutes.
- 13 To discuss agenda's and draft agenda's.
- 14 To discuss access to the Town Council Office out of hours.
- 15 To approve the RFO to attend the 2017 Local Government Pension Scheme workshop.
- 16 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.
- 17 To discuss the recruitment of a permanent RFO
- 18 To move into Open Session
- 19 To note the date and time of the next meeting on 18 April 2017 at 5.30pm