

**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 SEPTEMBER 2017** at 5.30pm

**Present:**

Cllr G Acheson (Chairman, presiding)  
Cllrs J Holdom, M Coates, T Edwards, G Foortse and A Vertigan

One member of the public

Town Clerk - Linda Jennings

**71 MINUTES**

The Minutes of the Meeting held on 1 August 2017 having been circulated were on the proposition of Cllr Coates, seconded by Cllr Acheson APPROVED and signed by the Chairman.

**72 APOLOGIES**

Apologies were received from Cllr T Duffy.

**73 DECLARATIONS OF INTEREST**

The following Councillors declared an other interest in Item 5: Cllr Coates as Chairman of First Focus, Cllr Foortse as Chairman of the Friends of Cranmer House, Cllr Holdom as Chairman of the Community Centre. Cllr Vertigan declared a pecuniary interest in item 5.

**74 MATTERS ARISING FROM THE MINUTES**

**Minute 63 R5)** the Clerk has confirmed with the Council's Insurance cover for Officers and Councillors when working at the Thursday Market: Any monies collected are covered up to £500 private residence and £5,000 in transit, there also cover for accident/assault as well. (policy wording page 38 for full details)

Health and safety reviews, risk assessments etc. are part of normal duties and would fall under the Public Liability cover. Any findings/recommendations should be adhered to and minuted with reasoning as normal.

The Groundsman is covered for his actions under the Public Liability policy. The Councils Employers Liability & Personal Accident policy will cover a volunteer in his absence they should have been trained on what's required and aware of any legal/safety obligations (i.e. if it's a public highway) and a record of this should be maintained in case of an incident.

The Public Liability policy is in place up to £15m for any negligence on the Councils part. Also for Councillors peace of mind there is £15m of Officials Indemnity cover included in the Public Liability Policy.

**74.1** Web Site – ***the Clerk will obtain 3 quotes and Cllr Edwards will assist the Clerk with determining requirements.***

**74.2** Electronic tablets – The tablets are all now sold. Cllr Vertigan asked for a report of the loss figures for these. ***The RFO will supply these.***

**74.3** The Groundsmans new mobile phone will be a JCB model at a cost of £50. ***The Clerk will arrange for the telephone number to be transferred.***

**74.4** The Annual Timetable schedule was discussed and updated. It was agreed the Clerks Appraisal will take place in April with a half yearly review in October. There will be a handover of this appraisal to the new Chairman in May.

**74.5** The Clerk has received assurances that staff and Councillors have full insurance cover when carrying out tasks and duties at the Thursday Market

## **75 ANNUAL COMMUNITY VOLUNTEER AWARD**

The Clerk has circulated a draft list to all Councillors asking for volunteer contacts. The Annual Assembly at which this award will be presented will be held in April.

## **76 TO DISCUSS THE GOVERNANCE REVIEW**

Section (A) of Recommendations List will be discussed at the next Policy & Resources meeting. This will allow for Councillors to have a copy of the action list that has previously been discussed.

Section (B):

- Recommendation 1 – Complete.
- Recommendation 2 – Complete
- Recommendation 3 – This cannot be completed by the RBS system but the necessary information will be placed on the new website.
- Recommendation 4 – Closure of two banks accounts has been completed. The Council will consider savings accounts when the interest rates improve. Policy & Resources committee recommends closing the Precept account as no longer interest bearing. This will be completed by the end of March 2018.
- Recommendation 5 – Councillors have found that the electronic payments system is much more time consuming. All requirements for this recommendation are already met within the reporting system.
- Recommendation 6.1 – The Council will discuss the hours required for the RFO with the independent contractor. Hours vary from week to week.
- Recommendation 6.2 – Noted.
- Recommendation 6.3 – Data Review is ongoing with Data Protection training for the Clerk and Councillors taking place before the end of 2017.
- Recommendation 6.4 – Financial Regs will be reviewed annually and will be added to the Programme of Annual Procedures.

Councillor Foortse left the meeting

- Recommendation 6.5.1 – This will be added to the new website.
- Recommendation 6.5.2 – A new Audit/Finance Committee will be formed when the new RFO is appointed. This committee will meet monthly. Three members of the Council will be elected to serve on this committee and their role will be to scrutinise the monthly financial reports. The Clerk voiced concerns that cheque signatories should not be part of this committee.
- Recommendation 6.6 – All Councillors should be taking regular training.

- Recommendation 6.7 – Annual review of Risk Management procedures must be reviewed annually. The Clerk to ensure this item is on the Programme of Annual Procedures.
- Recommendation 6.8 – Completed.
- Recommendation 6.9 – Completed.
- Recommendation 6.10 – See Recommendation 5.
- Recommendation 6.11 – The Clerk to review the Asset Register and then present to the appropriate committee for discussion.
- Recommendation 6.12 – Complete.
- Recommendation 6.13 – Financial reports will be placed on the new website.
- Recommendations 6.14 – Financial reports are provided on a monthly, quarterly, half yearly and annual basis.

**77 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.

**78 STAFF MATTERS**

See confidential minute.

**79 OPEN SESSION**

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

**80 DATE & TIME OF THE NEXT MEETING**

The next Policy & Resources meeting will be held on Tuesday 21 November 2017 at 5.30pm.

The meeting closed at 7.50pm.

**CONFIRMED this**                      day of    2017.

**CHAIRMAN**