



Fakenham Town Council

23 January 2018

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 **MONDAY 29 JANUARY 2018** 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 3 January 2018 (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.
 - a) Web Site
5. To discuss the proposed 'Mission Statement' for the Town Council website (attached).
6. To discuss the appointment of a Data Protection Officer.
7. To appoint the Financial Sub-Committee and Internal Controller.
8. To review the Risk Management Policy to include procedures in the event of an emergency.

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Town Clerk: Linda Jennings

- 9 To discuss a Performance Management Policy.
10. To form an I.T. Working Group.
11. To discuss the Governance Review.
12. 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.
13. Staff matters
14. To consider Council Accommodation
15. To move into open session.
16. To note the date and time of the next meeting: Tuesday 17 April 2018 at 5:30pm