

**MINUTES** of the proceedings at a Meeting of the **POLICY & RESOURCES COMMITTEE** of the Fakenham Town Council held at Fakenham Community Centre, Oak Street, on **WEDNESDAY 3 JANUARY 2018** at 5.30pm

**Present:**

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

Administration Assistant:- Ann Kerrison

**95 MINUTES**

The Minutes of the Meeting held on 21 November 2017 having been circulated were on the proposition of Cllr Acheson, seconded by Cllr Vertigan APPROVED and signed by the Chairman.

**96 APOLOGIES**

No apologies were received

**97 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**98 MATTERS ARISING FROM THE MINUTES**

**Minute 84.1** The updating of the Town Council web site was discussed. Cllr Edwards said that this is ongoing and we are awaiting further information.

**99 BUDGET SETTING**

The budget was discussed and reviewed.

- Office Equipment – Replacement of both PC's in the office with the installation of an external server was discussed and it was agreed that **a working party will need to be set up to look at this.**
- Lighting repairs and re-renewals – **The admin assistant is to contact K&M Lighting to ascertain how many of the light heads are still to be replaced, and to get a quote to complete the work as quickly as possible.**
- Machinery repair/tools /equipment – It was agreed that the reserve fund be increased by £5K towards replacement of a new tipper trailer for the groundsman's tractor which may be reviewed during the next 12 months.
- Cemeteries – On the proposition of Cllr Holdom, seconded by Cllr Coates and agreed by 5 votes for with one abstention, that **quotes should be obtained from professional landscapers for the installation of a hedge around the extension for the Creake Road cemetery.**
- On the proposition of Cllr Holdom, Seconded by Cllr Acheson and agreed by 5 votes for and one abstention that **the budget as presented and agreed should be recommended to Full Council on Tuesday 9<sup>th</sup> January 2018.**

**100 GOVERNANCE REVIEW**

The document was reviewed briefly. **The Admin. Assistant is to provide the RFO with a copy of Shona Bendix's summary document.**

**101 TO APPOINT A DATA PROTECTION OFFICER**

It was noted that a data protection officer needs to be appointed before the new data protection regulations come in to force on 25<sup>th</sup> May 2018. On the proposition of Cllr Holdom, Seconded by Cllr Coates and agreed by all, the data protection working party should hold back until the data protection officer has been appointed and a plan of action formulated. It was agreed to contact NNDC to find out who they are using as their data protection officer and see whether it would be possible to use the same person. **Cllr Acheson is to contact NNDC.** This matter is to be resolved within the next 6 weeks.

Cllr Foortse left the meeting.

On the proposition of Cllr Edwards, Seconded by Cllr Coates and agreed by all, the Data Protection Officer cannot be a member of the council or council staff but should be an independent external professional.

**102 TO DISCUSS THE FINANCING OF THE APPLICATION FOR REVISED TIMINGS OF THE PERMANENT ROAD CLOSURE FOR THE THURSDAY MARKET**

Councillors met with the Highways Area Manager earlier today to discuss the financing of the application for revised timings of the permanent road closure for the Thursday Market. He could not be precise about the cost of this, but a guestimate would be £4-5K. Some money should be available from the developers building the Aldiss building as the work has over run. On the proposition of Cllr Coates, Seconded by Cllr Acheson with 4 votes for and one abstention, it was agreed to start the process of getting a permanent road closure for the existing temporary hours.

**103 EXCLUSION OF PUBLIC & PRESS**

On the proposition of Cllr Coates, seconded by Cllr Vertigan 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.

**104 COUNCIL ACCOMODATION**

There was nothing further to discuss

**105 OPEN SESSION**

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

The matter of the fire at the Connect building earlier today was raised. The Clerk was on sick leave when this happened which raised issues about who should be contacted in this situation. It was agreed that a policy was needed to cover emergency situations such as this which contained contact details of key holders lines of communication and appropriate procedures etc.

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

The next Policy & Resources meeting will be held on Tuesday 17 April 2018 at 5.30pm.

The meeting closed at 6:50 pm.

**CONFIRMED this**                      day of    2018.

**CHAIRMAN**