

**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 **MONDAY 26 FEBRUARY 2018** at 5.30pm

**Present:**

Cllr G Acheson (Chairman, presiding)

Cllrs J Holdom, M Coates, T Edwards, T Duffy and A Vertigan

Town Clerk: - Linda Jennings

**123 MINUTES**

The Minutes of the Meeting held on 29 January 2018 having been circulated were on the proposition of Cllr Coates, seconded by Cllr Acheson APPROVED and signed by the Chairman.

**124 APOLOGIES**

Apologies were received from Cllrs Foortse.

**125 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**126 MATTERS ARISING FROM THE MINUTES**

- **Minute 110 (98) (84.1)** the updating of the Town Council web site is continuing well. The Mission Statement, Councillors biopics and an editorial overview should be added.
- **Minute 112** A letter has been received from Eastlaw a decision of North Norfolk District Council offering their services with the Data Protection Act. **This will be discussed at the next meeting as an agenda item.**
- **Extreme Weather. A policy will be produced for the next meeting.**
- **Performance Management Policy** This still has to be completed.
- **An I.T. Working Party** will be set up to discuss the upgrading of the office computer system. Cllr Vertigan, the Clerk and Deputy Clerk will meet with Gary Kite. **The Clerk to arrange a date**

**127 MARKET TOLLS**

On the proposition of Cllr Acheson, seconded by Cllr Vertigan with 5 votes for and Cllr Holdom abstaining as she is the RFO, that **Cllr Edwards and the Clerk draft a letter to the Internal Auditor explaining that the Town Council have decided to keep the Market Tolls as a separate body. The letter will be shown to the RFO for approval. It will then be ratified at the next Full Council meeting.** On the proposition of Cllr Acheson, seconded by Cllr Coates that **Cllr Acheson writes a paper proposing the way that the Market Tolls are spent. This paper will be circulated and taken to Full Council.**

**Standing Orders will be amended to reflect that all Councillors may vote on Market Tolls decisions. A meeting to discuss Market Tolls applications will be held four times a year and prior to the Development & Market committee meeting. All Councillors will be invited to attend and receive copies of Grant applications. Their decision will then be ratified at Full Council.**

The expenditure necessary for running the Market will come from the Market Tolls account.

The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate Committee has the power to purchase any items below £500.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

**128 TO DISCUSS THE GOVERNANCE REVIEW**

This will be an agenda item at the next meeting.

**129 EXCLUSION OF PUBLIC & PRESS**

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

**130 STAFF MATTERS**

See confidential minute.

**131 OPEN SESSION**

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

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

The next Policy & Resources meeting will be held on Tuesday 20 March 2018 at 5.30pm.

The meeting closed at 19:05 pm.

**CONFIRMED this**                      day of    2018.

**CHAIRMAN**