



Fakenham Town Council

25 April 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 **WEDNESDAY 2 MAY 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 20 March 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.
5. General Data Protection Regulation (GDPR) – To receive quotations for the provision of a Data Protection Officer.
6. To receive and review the External Auditor's comments on Market Tolls.
7. To review the Market Tolls Grant Application criteria and update the Market Tolls application form.

8. To review the Asset Register
 - a) Inventory check to confirm current including;
 - I. Street furniture
 - II. Play equipment
 - III. Tools & Equipment at Trap Lane Depot and Queens Road Chapel
 - IV. Decide minimum value for non-consumable items
 - V. Remove any items written off or disposed of.
9. To receive a copy of the new National Association of Local Councils (NALC) 2018 Model Standing Orders and to discuss any updates of Fakenham Town Council's Standing Orders (attached).
10. To review Financial Risk Assessment (attached).
11. To review Financial Regulations (attached).
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. To confirm the Confidential Minutes of the Meeting held on 20 March 2018 (attached).
14. To discuss Town Council accommodation.
15. Staff Matters
 - a) To agree the variation to the Deputy Clerk's Job Description and Contract.
16. To move into open session.
17. To note the date and time of the next meeting: Tuesday 10 July 2018 at 5:30pm