

**MINUTES of the proceedings at a Meeting of the
POLICY & RESOURCES COMMITTEE**

held at Fakenham Connect, Oak Street, Fakenham

on TUESDAY 10 JULY 2018 at 5:30pm

PRESENT:

Councillor G Acheson (Chairman, Presiding)

Cllrs: J Holdom, G Foortse, A Vertigan, M Dutton, M Coates, T Edwards

Town Clerk: L Jennings

Public: None

		Action (initials)
MINUTES		
18	MINUTES The Minutes of the Meeting held on 29 May 2018 having been circulated were on the proposition of Cllr Vertigan, seconded by Cllr Acheson, APPROVED and signed by the Chairman.	
19	APOLOGIES Apologies for absence were received and accepted from Cllr T Duffy,	
20	DECLARATIONS OF INTEREST There were none.	
21	MATTERS ARISING FROM THE MINUTES Minute 4 (154) – Standing Orders. Cllr Vertigan will update the Standing Orders and will be an item on the next P & R Agenda. Minute 4 (158) - Review the Asset Register and Inventory – Updates were made.	AV
22	General data Protection Regulation (GDPR) Nothing further to report.	
23	TO DISCUSS THE USE OF RECORDING EQUIPMENT AT ALL MEETINGS WITH THE EXCEPTION OF ANY THAT ARE OF A CONFIDENTIAL NATURE. On the Proposition of Cllr Acheson, seconded by Cllr Foortse that a draft policy is drawn up on the management of the recording of all Council meetings. This will be brought to the next P & R meeting in September and circulated to all members of the committee. This will be an agenda item.	Clerk/AV /GF
24	MARKET TOLLS GRANT APPLICATION CRITERIA & FORM Cllr Holdom will produce financial and other information which may be requested.	JH
25	ITEMS RAISED IN THE INTERNAL AUDITOR'S REPORT FOR 2017/2018 R1 - Cllr Holdom will produce a list of named columns for the update of the schedule/timetable of key actions. R2 – The Council had reviewed and amended the Risk Management Policy within the annual timetable. The Financial Risk Assessment will be reviewed by the Finance Committee. R3 – Investments and Loans. This will be discussed by the Finance Committee.	JH

