

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

**held at Fakenham Connect, Oak Street, Fakenham**

**on TUESDAY 11 SEPTEMBER 2018 at 5:30pm**

**PRESENT:**

Councillor G Acheson (Chairman, Presiding)

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

Town Clerk: L Jennings

Public: None

		<b>Action (initials)</b>
<b>MINUTES</b>		
<b>36</b>	<b>MINUTES</b> The Minutes of the Meeting held on 10 July 2018 having been circulated were on the proposition of Cllr Acheson, seconded by Cllr Coates, APPROVED and signed by the Chairman.	
<b>37</b>	<b>APOLOGIES</b> Apologies for absence were received and accepted from Cllr G Foortse,	
<b>38</b>	<b>DECLARATIONS OF INTEREST</b> There were none.	
<b>39</b>	<b>MATTERS ARISING FROM THE MINUTES</b> Minute 21(4) (154) – Standing Orders. Cllr Vertigan has reviewed the existing standing orders with 13 sections requiring discussion and amending. This will be an agenda item for the next meeting. Minute 26 - Performance Management Strategy. The document has been amended by the HR committee. Each committee will have this as an agenda item to formulate its goals for the next 1, 3 and 5 years. The committees will use the Town Councils Mission Statement as a guide. The next HR meeting will have an agenda item on Business Strategy. Cllr Acheson will write a draft statement for staff. Minute 24 – Market Tolls Grants – Cllr Holdom produced an up to date balance of accounts for the Market Tolls. This will be modified and produced for each D & M meeting when there is a Grant application. Minute 23 – Electronic Recording of meetings – Cllrs Vertigan, Foortse, Holdom and the Clerk will meet before the next P & R meeting to discuss a procedure for use of this equipment.	<b>AV</b>  <b>Clerk</b>  <b>Clerk &amp; Chairs of Commits Clerk</b> <b>GA</b>  <b>JH</b>  <b>AV/GF/ JH/Clerk</b>
<b>40</b>	<b>MINUTES OF THE HUMAN RESOURCES (HR) SUB COMMITTEE</b> On the proposition of Cllr Vertigan, seconded by Cllr Acheson the minutes of the meeting held on 15 August 2018 were received and approved.	
<b>41</b>	<b>MINUTES OF THE FINANCE SUB COMMITTEE</b> The minutes of the meeting held on 15 August 2018 were received. Item 6.11 of the Financial Regulations were discussed and the committee agreed that there would be no further amendments. The Finance Sub Committee would like to bring to the attention of the Policy & Resources Committee that the	

	Financial Risk Assessment and the Financial Risk Management Policy had been previously updated but not formally accepted by Full Council with the Financial Regulations. These will be formally received and accepted at the Full Council meeting on 18 <sup>th</sup> September 2018.	
<b>42</b>	<b>RENEWAL OF PHOTOCOPIER/PRINTER CONTRACT</b> On the proposition of Cllr Vertigan, seconded by Cllr Acheson that the Clerk renews the existing contract with Konica Minolta (KM) through the ESPO purchasing service. This will include a price reduction of the monthly rental and the copying charges are also reduced. KM will provide a new machine.	<b>Clerk</b>
<b>43</b>	<b>APPOINTMENT OF PREVOLUTION TO RAISE THE COUNCIL'S PROFILE</b> Following a discussion Councillors agreed to invite Prevolution to the next Regeneration meeting. Cllrs Lynam and Dutton will join Cllrs Foortse, Acheson and Sandford-Cooke on this committee.	<b>GA</b>
<b>44</b>	<b>MARKET TOWNS INITIATIVE</b> Cllr Acheson gave an update on progress.	<b>GA</b>
<b>45</b>	<b>SECURITY OF COUNCIL IT EQUIPMENT i.e. PASSWORDS ETC.</b> The Clerk has password protected relevant documents. She will purchase a UV pen to mark equipment. On the proposition of Cllr Vertigan, seconded by Cllr Edwards that the computer system password is changed every 90 days. All in favour.	<b>Clerk</b>
<b>46</b>	<b>TO MOVE THAT THE PUBLIC &amp; PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.</b> 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, that 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.	
<b>47</b>	<b>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE MEETING HELD ON 10 JULY 2018</b> These will be approved at the Full Council meeting on 18 <sup>th</sup> September 2018.	
<b>48</b>	<b>TOWN COUNCIL ACCOMODATION</b> See confidential minute	<b>GA</b>
<b>49</b>	<b>STAFF MATTERS</b> See confidential minute.	<b>Clerk</b>
<b>50</b>	<b>TO MOVE INTO OPEN SESSION</b> On the proposition of Cllr Coates seconded by Cllr Holdom RESOLVED the Council moves into Open Session.	
<b>51</b>	<b>DATE AND TIME OF NEXT MEETING</b> 11 November 2018 at 5.30pm.	
	The meeting closed at 19:15  <b>CONFIRMED</b> this                                  day of                                  2018  <b>CHAIRMAN</b>	