

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 2 MAY 2018** at 5.30pm

Present:

Cllr G Acheson (Chairman, presiding)
Cllrs J Holdom, M Coates, T Edwards,

Town Clerk: - Linda Jennings

2 Members of the public

151 MINUTES

The Minutes of the Meeting held on 20 March 2018 having been circulated were on the proposition of Cllr Acheson, seconded by Cllr Coates APPROVED and signed by the Chairman.

152 APOLOGIES

Apologies were received from Cllrs Foortse and Vertigan both with conflicting engagements.

153 DECLARATIONS OF INTEREST

Cllr Holdom declared a non-pecuniary interest in item 5.

154 MATTERS ARISING FROM THE MINUTES

Severe Weather. The Clerk has completed a draft Policy for Severe Weather. This will be commented on by the Health & Safety Committee and taken to the next P & R meeting.

155 GENERAL DATA PROTECTION REGULATION (GDPR)

An announcement has been made by Government that a DPO (Data Protection Officer) will not be a statutory requirement for Town and Parish Council's although it would be good practise. Norfolk Association of Local Councils (NALC) is offering a service to town and parish councils in Norfolk.

They have arranged for member councils to be able to participate in a county wide DPO scheme.

This will be at an annual cost of £25 for councils with an annual spend not exceeding £25,000, £50 for councils with a spend above £25,000 and less than £200,000 and £75 for councils with a spend above £200,000.

This fee is based on some telephone support for member councils to help them through initial paperwork/ issues (in line with the NALC GDPR Toolkit) and then, if needed, a referral to negotiate any further professional support (initially free but then at £50 an hour) from Norfolk ALC's support partner for any more significant GDPR issues, such as dealing with a more data breach or whatever.

On the proposition of Cllr Acheson, seconded by Cllr Coates that the Town Council accepts the offer from (NALC) all in favour.

156 TO REVIEW THE EXTERNAL AUDITOR'S COMMENTS ON MARKET TOLLS

Cllr Acheson has written to the External Auditor to inform them that the Market Tolls Accounts will not be included the Council's Statutory Accounts this year. This has been confirmed and agreed.

157 TO REVIEW THE MARKET TOLLS GRANT APPLICATION CRITERIA

The aim of the Trust is that it shall not be used to subsidise statutory obligations.

- The Grant would only be made to an individual in very exceptional circumstances and when no other avenues of funding were available.
- For a Group or Project bid to be acceptable it must demonstrate quantifiable benefit to the residents of the town.
- Societies making applications to relieve social or community well-being, should not apply for residents who have already benefited from a Market Tolls Application for a similar purpose that calendar year.
- The Council's purpose in giving Grants is to prioritise Social and Community Well-Being.

The Market Tolls Application form will be updated at the next P&R meeting.

158 TO REVIEW THE ASSET REGISTER

The Asset Register was updated. **The Clerk will contact the District Valuer to update the Council's property.** Councillors agreed that consumables valued at beneath £100 should not be listed. Bus shelters and street lights need adding to the list. **Cllr Holdom will provide headings for the Asset Register and will bring to the next P&R meeting. Cllrs Coates and Edwards to complete an inventory of all tools and equipment held at Trap Lane, Queens Road Chapel and Creake Road Cemetery.**

159 STANDING ORDERS

Cllr Vertigan has volunteered to update the Standing Orders.

160 TO REVIEW THE FINANCIAL RISK ASSESSMENT & FINANCIAL REGULATIONS

These will be reviewed at the next P&R meeting as they were not available. The Risk Management Policy was reviewed and updated. The Clerk will check the Insurance Policy for Contracted staff.

Cllr Edwards left the meeting.

161 EXCLUSION OF PUBLIC & PRESS

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

162 CONFIDENTIAL MINUTES OF 20 MARCH 2018

The Confidential Minutes were approved and signed at the previous Full Council meeting.

163 TOWN COUNCIL ACCOMODATION

Nothing to report.

164 STAFF MATTERS

See confidential minute.

165 OPEN SESSION

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

166 DATE & TIME OF THE NEXT MEETING

The next Policy & Resources meeting will be held on Tuesday 10 July 2018 at 5.30pm.

The meeting closed at 19:30 pm.

CONFIRMED this day of 2018.

CHAIRMAN