

**MINUTES of the proceedings at a Meeting of the**  
**POLICY & RESOURCES COMMITTEE**  
**held at Fakenham Connect, Oak Street, Fakenham**  
**on TUESDAY 9 JULY 2019 at 5:30pm**

**PRESENT:**

Councillor G Foortse (Chairman, Presiding)  
 Cllrs: J Holdom, P Hannon, M Coates, J Rockett, G Acheson

Town Clerk: L Jennings

Public: None

		Action (initials)
<b>MINUTES</b>		
<b>1</b>	<b>MINUTES</b> The Minutes of the Meeting held on 9 April 2019 having been circulated were on the proposition of Cllr Foortse, seconded by Cllr Holdom, APPROVED and signed by the Chairman with the following addition:	
<b>2</b>	<b>APOLOGIES</b> Apologies for absence were received and accepted from Cllrs T Duffy and G Thorpe	
<b>3</b>	<b>DECLARATIONS OF INTEREST</b> There were none	
<b>4</b>	<b>MATTERS ARISING FROM THE MINUTES</b> There were no matters arising.	
<b>5</b>	<b>MINUTES OF THE FINANCE SUB COMMITTEE</b> The Minutes of the Meeting held on 8 July 2019 were received. Cllr Foortse still has not received the necessary documents from Barclays Bank. This will be an agenda for the next Finance Committee meeting.	<b>Clerk</b>
<b>6</b>	<b>REVIEW THE SERVICE CHARGE FOR THE CONNECT BUILDING</b> The charge is in connection with the alarm system for the building. North Norfolk District Council (NNDC) will be asked to re-categorise their charges. A letter will be sent in August to NNDC regarding the building charges.	<b>Clerk</b>
<b>7</b>	<b>TO RECEIVE AND REVIEW THE FINAL INTERNAL AUDIT REPORT JUNE 2019</b> A copy of this document to be sent to all Councillors on the P & R committee.	<b>Clerk</b>
<b>8</b>	<b>TO REVIEW THE TOWN COUNCILS WEBSITE</b> The Clerk will contact fellow Clerks for information on their website providers. Cllr Holdom will contact Cromer Town Council. On the proposition of Cllr Acheson, seconded by Cllr Coates, that an assessment and quotation is obtained.	<b>Clerk/JH</b>
<b>9</b>	<b>TO UPDATE THE RULES AND CONDITIONS OF LETTEING (ALLOTMENTS)</b> Amendments were made and agreed. The Clerk will check the Deeds for the allotment sites to see if there are any covenants that preclude residents outside of Fakenham having an allotment plot. This will be an agenda item at the next P & R meeting. A suggestion of possibly "re-wilding" some of the allotment areas needs further discussion.	<b>Clerk</b>
<b>10</b>	<b>5 YEAR BUSINESS PLAN</b> Amendments were made.	

	<p><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></p> <p>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, that Public &amp; 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</p>	
<b>11</b>	<p><b>TO DISCUSS TOWN COUNCIL ACCOMODATION</b></p> <p>See confidential minutes.</p>	
<b>12</b>	<p><b>STAFF MATTERS</b></p> <p>See confidential minutes</p>	
<b>13</b>	<p><b>UPDATE REGARDING THE TOWN CHRISTMAS EVENT</b></p> <p>Nothing to report.</p>	
	<p><b>TO MOVE INTO OPEN SESSION</b></p> <p>On the proposition of Cllr Foortse seconded by Cllr Coates RESOLVED the Council moves into Open Session.</p>	
<b>14</b>	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>9 July 2019 at 5.30pm.</p>	
	<p>The meeting closed at 18.40pm</p> <p><b>CONFIRMED</b> this    day of    2019</p> <p><b>CHAIRMAN</b></p>	