



Fakenham Town Council

2 April 2020

I give notice that a Meeting of the **POLICY & RESOURCES COMMITTEE** of Fakenham Town Council will be held by **EMAIL RESPONSE**, on **TUESDAY 7 APRIL 2020**

Yours faithfully

Linda Jennings
Town Clerk

A G E N D A

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 7 January 2020 (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:
Minute 72 (54) Councillor training
Minute 78 Sub committee update – activities deferred
5. To receive the minutes of the Finance Sub Committee meetings held on:
 - a) 17th February 2020 (attached)
 - b) 16th March 2020 (attached)
6. To receive and agree draft policies reviewed and amended at Finance meeting 16 March as per minute 100:
 - a) Financial Regulations
 - b) Financial Risk Assessment

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Town Clerk: Linda Jennings

7. To receive the minutes of the HR Sub Committee meetings held on:
12th February 2020 attached
8. To receive and agree draft policies reviewed and amended at HR meetings on
10 Dec 2019 & 12 Feb 2020, minutes 15 and 25 refer:
 - a) Disciplinary Policy
 - b) Grievance Policy
 - c) Special Leave Policy
 - d) Sickness Policy
 - e) Health & Safety Policy
9. To receive and review Policies regarding the Coronavirus pandemic- Covid -19
(attached)
10. To receive and review draft policies attached:
 - a) Risk Management Policy
 - b) Pension Policy
 - c) Members Code of Conduct
11. To receive a progress report regarding the updating of the Council's I.T.
equipment and system.
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. Staff Matters
14. To move into open session.
15. To note the date and time of the next meeting: Tuesday 7 July 2020