

MINUTES of the proceedings at a Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET VITUALLY VIA ZOOM

On TUESDAY 7TH JULY 2020 at 3:00pm

PRESENT:

Councillor G Foortse (Chairman, Presiding)

Cllrs: M Coates, M Dutton, G Acheson, T Duffy, A Glynn and J Holdom

Town Clerk: L Jennings

Deputy Clerk: A Kerrison

Public: None

		Action (initials)
MINUTES		
1	MINUTES The Minutes of the Meeting held on 13 th May 2020 having been circulated were on the proposition of Cllr Acheson, seconded by Cllr Coates, APPROVED and will be signed by the Chairman when the committee next meets.	
2	APOLOGIES Apologies were received and accepted from Cllr Griffiths	
3	DECLARATIONS OF INTEREST There were none.	
4	MATTERS ARISING FROM THE MINUTES There were none.	
5	TO RECEIVE THE MINUTES OF THE FINANCE SUB-COMMITTEE MEETING HELD ON 15th April 2020. The minutes of the Finance Sub-Committee meeting held on 28 th May 2020 having been circulated were on the proposition of Cllr Holdom, seconded by Cllr Acheson, APPROVED and will be signed by the Chairman when the committee next meets. The minutes of the Finance Sub-Committee meeting held on 15 th June 2020 having been circulated were on the proposition of Cllr Holdom, seconded by Cllr Acheson, APPROVED and will be signed by the Chairman when the committee next meets.	
6	TO RECEIVE AND REVIEW THE INTERNAL AUDIT REPORT FOR 2019 – 2020 Cllr Holdom reported that there were two elements to the report, the administrative and accounting section. The accounting element will be taken to the next Finance Committee meeting. Cllr Holdom requested that the administrative section be taken to the next P & R meeting when everyone would have a hard copy as she felt this was necessary for discussion. The Office had only been requested to send paper copies for Full Council meetings to the Chairman and Deputy Chairman at the last full council meeting, There was no mention of documents being sent for other meetings. The Chairman asked that the Deputy Clerk emails all Councillors to ascertain who requires paper copies. Cllr Dutton recommended that Action Plan items R1 and R2 should have a proposal taken to the next meeting on how the items are being rectified.	
7	TO DISCUSS THE FORMAT OF COMMITTEES AND SUB-COMMITTEES WITHIN STANDING ORDERS A Councillor had requested to be a member of two committees. There is nothing recorded in the current Standing Orders that state a Councillor cannot be a member of two committees. The Clerk has checked with Norfolk ALC and the County Officer agreed that there was no legal reason this could	

