



Fakenham Town Council

~~11 May~~^{2 April} 2020

I give notice that a Meeting of the **POLICY & RESOURCES COMMITTEE** of Fakenham Town Council will be held ~~by~~ **Virtually via Zoom on WEDNESDAY 13 MAY 2020 at 3pm** to consider the items on the Agenda below

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The link to the meeting will be sent to Councillors separately, members of the public or the press wishing to attend the meeting virtually will need to email the Clerk and request a link to the meeting.

EMAIL RESPONSE on ~~TUESDAY 7 APRIL 2020~~

Yours faithfully

Linda Jennings

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Linda Jennings
Town Clerk

AGENDA

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 ~~April~~^{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-cttee update — activities deferred?~~
5. To receive the minutes of the Finance Sub Committee meetings held on:
a) ~~15th April~~^{February} 2020 (attached)

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Fakenham Connect, Oak Street, Fakenham, Norfolk NR21 9DY
Tel: 01328 853653
Email: info@fakenhamtowncouncil.co.uk
Website: www.fakenhamtowncouncil.org.uk
Town Clerk: Linda Jennings

~~— 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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- ~~7. To receive the minutes of the HR Sub-Committee meetings held on: 12th February 2020 attached (Draft policies 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~~

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- ~~9. To receive and review Policies regarding the Coronavirus pandemic Covid-19 (attached)~~

- ~~10. To receive and review and approve draft policies attached:~~
- ~~a) Risk Management Policy~~
 - ~~b) Pension Policy~~
 - ~~c) Members Code of Conduct~~

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- ~~6. To receive the following Policies:~~
- ~~a) Social Media Policy (to follow)~~
 - ~~b) Media Policy (to follow)~~

- ~~7. To discuss and formally approve the use of Zoom as the Town Council's virtual meeting platform.~~

- ~~844. To receive a progress report regarding the updating of the Council's I.T. equipment and system.~~

- ~~942. 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.~~

~~103. Staff Matters~~

- ~~a) To discuss staff and office protocols under continuing Covid 19 crisis with reference to Government guidelines~~
- ~~b) To discuss and review current work practices of Groundsmen and work plans.~~
- ~~c) Staff appraisals TOIL and holidays.~~
- ~~d)~~

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11. Town Council accommodation.

124. To move into open session.

135. To note the date and time of the next meeting: Tuesday 7 July 2020
~~at 5:30pm.~~