



## Fakenham Town Council

~~23<sup>rd</sup> July~~  
~~2 April~~ 2020

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I give notice that an Extraordinary Meeting of the **POLICY & RESOURCES COMMITTEE** of Fakenham Town Council will be held  
by **Virtually via Zoom on THURSDAY 30 JULY 2020 at 6pm**  
to consider the items on the Agenda below

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The link to the meeting will be sent to Councillors separately.

**EMAIL RESPONSE** on TUESDAY 7 APRIL 2020

Yours faithfully

*Linda Jennings*

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Linda Jennings  
Town Clerk

## AGENDA

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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 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.

~~— 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. — 4. To discuss remote access to the Town Council's I.T. systems~~  
Matters arising from the Minutes:

Minute 72 (54) Councillor training

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Fakenham Connect, Oak Street, Fakenham, Norfolk NR21 9DY

Tel: 01328 853653

Email: [info@fakenhamtowncouncil.co.uk](mailto:info@fakenhamtowncouncil.co.uk)

Website: [www.fakenhamtowncouncil.org.uk](http://www.fakenhamtowncouncil.org.uk)

Town Clerk: Linda Jennings

~~Minute 78 Sub ettee update activities deferred?~~

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~~5. To receive the minutes of the Finance Sub Committee meetings held on:~~

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- ~~a) 17<sup>th</sup> February 2020 (attached)~~
- ~~b) 16<sup>th</sup> March 2020 (attached)~~

~~6. To receive and agree draft policies reviewed and amended at Finance meeting 16 March as per minute 100:~~

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- ~~a) Financial Regulations~~
- ~~b) Financial Risk Assessment~~

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~~7. To receive the minutes of the HR Sub Committee meetings held on:~~

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~~12<sup>th</sup> 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:~~

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- ~~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)~~

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~~10. To receive and review and approve draft policies attached:~~

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- ~~a) Risk Management Policy~~
- ~~b) Pension Policy~~
- ~~e) Members Code of Conduct~~

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~~11. To receive a progress report regarding the updating of the Council's I.T. equipment and system:~~

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~~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:~~

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~~13. Staff Matters~~

- ~~i) Which posts/users will have access to be approved i.e. Clerk, Deputy Clerk, Finance Team, Internal Controller (read only) and Chair of Finance (read only).~~
- ~~ii) Restrict the remote access to Fakenham Town Council laptops only.~~
- ~~iii) General Data Protection Regulations (GDPR) - Restrictions of what individuals can do and what equipment can be used (attached GDPR report).~~
- ~~iv) Confidentiality clause for all Contractors, Staff and Councillors who use the Town Council I.T. equipment.~~

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Town Clerk: Linda Jennings

| ~~514.~~ To move into open session.

| ~~6.15.~~ -To note the date and time of the next meeting: Tuesday ~~8<sup>7</sup> September~~ July  
2020

| ~~at 5:30pm.~~