



Fakenham Town Council

4th November 2020

I give notice that a Meeting of the **POLICY & RESOURCES COMMITTEE** of Fakenham Town Council will be held **Virtually via Zoom on TUESDAY 10 NOVEMBER 2020 at 6pm** to consider the items on the Agenda below

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.

Yours faithfully

Linda Jennings

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 13th October 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 of 13th October 2020:
Minute 22 (7) Clerk & Cllr Dutton to finalise Standing Order amendments o/s 7 July meeting.
Minute 35 (22, 8) To receive a report regarding the details of the Zoom policy from the working party (to follow).
5. To receive the minutes of the Finance Sub Committee meetings held on:
12th October, 2020

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Town Clerk: Linda Jennings

6. To receive a progress report regarding the updating of the Council's I.T. Equipment and system.
7. To receive report from GDPR subcommittee re Policy review.
8. To receive an update on the Town Council's website.
9. To receive the draft Access Control Policy
10. To receive and confirm Procurement Procedures protocol as discussed at October Finance and P&R Committee.
11. To discuss the 2021-2022 Budget.
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. To confirm the Confidential Minutes of the Meeting held on 13th October 2020 (attached) and to receive the Minutes of the Human Resources subcommittee meeting held on 4th November 2020.
14. Staff Matters
15. Town Council accommodation.
- 16 To move into open session.
17. To note the date and time of the next meeting Tuesday 5 January 2021