



## Fakenham Town Council

31<sup>st</sup> March 2021

I give notice that a Meeting of the **POLICY & RESOURCES COMMITTEE** of Fakenham Town Council will be held

**Virtually via Zoom on TUESDAY 6<sup>TH</sup> APRIL 2021 at 4pm**

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 15<sup>th</sup> March 2021 (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 15<sup>th</sup> March 2021:  
**Minute 94:** Standing Orders – Updated document (to follow)  
**Minute 95:** The Social Media Policy (attached).  
**Minute 95:** Risk Management Policy
5. To discuss progress regarding the Charter Market becoming a Charity.

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

6. To approve the purchase of a new trailer at a cost of £2600 + vat
7. To approve the Bullying, Harassment and Dignity at Work policy
  - Accompanying Councillor-Officer Protocol
  - Refresher on Zoom policy protocol
8. 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.
9. To receive the minutes of the Human Resources meeting held on Wednesday 24 March 2021(attached) and Thursday 1<sup>st</sup> April 2021(to follow).
10. Staff Matters
  - To receive and discuss recruitment plans for groundsman vacancy.
  - Receive Staff annual appraisal reports- annual holiday position etc (unless dealt with at HR)
  - To discuss staff and office Covid protocols in preparation for legislation update and lifting of restrictions.
11. To move into open session.
12. To note the date and time of the next meeting Tuesday 6 July 2021