

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE**  
**HELD ON TUESDAY 13<sup>TH</sup> OCTOBER 2015 AT 7.00 PM**  
**IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER**

**Present:-**

Chairman – Cllr. T. Bartlett, Vice-Chairman – Cllr. T. Adams,  
Cllr. J. Frosdick, Cllr. J. Hamilton-Emery, Cllr. D. Pritchard and Cllr. D. Russell.

**In attendance:-**

Cllr. Y. Nolan.

**1. MINUTES OF THE MEETING HELD ON 1<sup>ST</sup> SEPTEMBER 2015**

The Minutes of the meeting held on 1<sup>st</sup> September 2015, having been **AGREED** by Full Council on 7<sup>th</sup> September 2015 were signed by the Chairman.

**Minutes of the Personnel Sub-Committee held on 22<sup>nd</sup> September 2015:-**

It was **AGREED** to move discussions concerning these minutes to Part II of the meeting due to the staff related issues.

**2. DECLARATIONS OF INTEREST**

Declarations of interest were received from Cllr. T. Adams in respect of the quotation for cleaning at Merchant's Place.

Declarations of interest were received from Cllr. T. Bartlett in respect of any Cromer Preservation Society matters.

**3. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. J. Bond – Hospital appointment.

Apologies for absence were received from Cllr. P. Harris – Work commitments.

**4. PUBLIC PARTICIPATION**

None received.

**5. FINANCE AND STATUTORY MATTERS**

**5.1 Church Clock:-** It was reported that the repairs have been completed and the clock is now in good working order. This cost of the repair work has been met by the RW Clarke bequest and Alison Osborne will contact Cromer Town Council once fundraising ideas are in place to replenish the fund. It was **AGREED** that this matter will be removed from the agenda and monitored.

**5.2 Office Computers:-** The Clerk reported that the office computers will be installed shortly.

**5.3 Alarm Call Outs – North Lodge:-** Cllr. Pritchard reported that he and the Clerk have met with the Alarm Company and addressed some minor issues with

the alarm system. It was **AGREED** that the quotation from Norse Security be accepted for key holding and alarm response in the sum of £250 per year. There will be a charge of £25 for the first hour of an alarm response and £15 per hour thereafter.

- 5.4 **Monthly Finance – August 2015:-** Circulated. **AGREED.**
- 5.5 **Regulatory Documents Schedule:-** Circulated. **AGREED.**
- 5.6 **Child Protection Policy:-** It was **AGREED** to approve the Child Protection Policy with no amendments. It was **AGREED** that the Clerk would check the contact details within the policy.  
**Bench and Tree Policy:-** **APPROVED** with no amendments. It was **AGREED** that the adoption of benches shall be approved on a case by case basis by Works and General Purposes Committee.
- 5.7 **Bollards – Parking – North Lodge:-** Cllr. Pritchard reported that he and the Clerk will be meeting with a company shortly to discuss the possibilities of a physical barrier of some description in order to manage the parking problems in the front of North Lodge. This matter will be placed on the next agenda for an update. The Clerk read an email received from the Friends of North Lodge Park expressing concern over the proposal to install bollards in front of North Lodge. It was **AGREED** that the Clerk would write to the Friends of North Lodge Park and say that the Members have considered their concerns but the main priority is for the safety of staff and tenants. This matter will be discussed with North Norfolk District Council to try and find a solution to suit all parties.
- 5.8 **North Lodge Park Budget:-** The Clerk read an email received from Norfolk ALC with advice concerning the North Lodge Park budget. It was **AGREED** that the budget will be earmarked as a reserve in the annual accounts for future expenditure in open/public spaces and/or parks.
- 5.9 **Procurement Policy:-** It was **AGREED** that the Clerk would invite Cllr. Rattle to produce a Procurement Policy and invite him to the next Policy and Resources Committee Meeting to present it for consideration.
- 5.10 **gov.uk Email Address:-** The Clerk circulated some information concerning the procedure to register for a gov.uk email address. Following consideration of the information it was **AGREED** to proceed with this project. It was **AGREED** that the Clerk would liaise with Aylsham Town Council concerning their recent application.
- 5.11 **Public Participation – Meetings:-** It was **AGREED** that each individual Chairman would take a view on whether the public questions should be answered in the meetings. Concern was expressed that members of the public leave the meeting once a question is asked and no contact details are taken in order for the office to reply in writing. It was **AGREED** that the Clerk would prepare a question form for members of the public to complete. This matter will be placed on the next agenda for further discussion.

- 5.12 Litter Bin Emptying:-** The Clerk reported that North Norfolk District Council have confirmed that the litter bins in the bus station are being emptied every day and the three bins in Suffield Park are being emptied weekly. North Norfolk District Council also confirmed that the remainder of the litter bins in Cromer are being emptied weekly. It was **AGREED** that the Clerk will write to North Norfolk District Council and enquire whether there will be a refund for the period of time the work in the bus station was taking place.
- 5.13 Grant Applications:-** Three grant applications have been received and the Clerk confirmed that she has sent the forms for completion. The two applications are from Rev. Sharon Willimott for the community café, Merchant's Place for decoration and Hillel Fridman for a grant from the youth fund. The Clerk will chase the forms accordingly. It was **AGREED** that the clerk would inform Merchant's Place that their application will be considered in next year's grant funding allocations.
- 5.14 Community Centre Association:-** It was **AGREED** that this matter will be placed on the next agenda for a report from Cllr. Harris.
- 5.15 Basement Flat Verdict:-** It was **AGREED** that no decision would be made to the request for this matter to be debated in the Council Chamber at the present time. It was **AGREED** that this matter will be referred to the Monitoring Officer and an urgent Personnel Sub-Committee meeting will be held.

**6. CORRESPONDENCE AND OTHER MATTERS**

- 6.1 Transparency Code for Smaller Authorities:-** Circulated. Noted.

**7. DATE OF NEXT MEETING**

The date of the next meeting was noted as 1<sup>st</sup> December 2015.

**8. RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS**

- 8.1 Personnel Sub-Committee Minutes 22<sup>nd</sup> September 2015:-** It was **AGREED** that the Minutes of the meeting are a true and accurate record. The Clerk expressed major concerns that decisions had been made concerning the Clerk and Deputy Clerk's roles, thereby altering their job description without any discussion with either of them. The Clerk said that both members of staff are very unhappy. The Clerk is in discussion with her Union concerning the matter. It was **AGREED** that item 5 of the Personnel Sub-Committee meeting minutes needed further discussion and this will be referred back to a further Personnel Sub-Committee meeting. The Members stressed that these were intended to be suggestions for further discussion and no malice was meant to the members of staff.

**8.2 Freedom of Information Request:-** The Clerk circulated a freedom of information request to all Members. It was **AGREED** that due to the content of the request the matter will be dealt with directly by Birketts solicitors. It was **AGREED** that the Mayor will instruct the Deputy Clerk to contact Birketts and ask them to deal with this request as a matter of urgency.

**There being no other business the Chairman closed the meeting at 9.26 pm.**

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**Chairman**

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**Date**