

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE**  
**HELD ON TUESDAY 1<sup>ST</sup> DECEMBER, 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. P. Harris, Cllr. D. Pritchard,  
Cllr. Y. Nolan and Cllr. G. Smith.

Julie Chance MILCM – Town Clerk.

Three members of the public also attended the meeting.

The Chairman reported that Cllr. Nolan has been given permission by Cllr. Plewman to be her substitute for this meeting. However, Cllr. Nolan will be unable to vote on any financial matters.

The Chairman reported that the Personnel Committee will be meeting again in January to discuss the minutes which were referred back to them.

**1. MINUTES OF THE MEETING HELD ON 13<sup>TH</sup> OCTOBER 2015**

The Minutes of the meeting held on 13<sup>th</sup> October 2015, having been **AGREED** by Full Council on 27<sup>th</sup> October 2015, were signed by the Chairman.

**2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Declarations of interest were received from Cllr. Harris in connection with the Cromer Community Centre.

Declarations of interest were received from Tim Bartlett in connection with any Cromer Preservation Society matters.

**3. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. J. Bond – work commitments and from Cllr. Plewman – Holiday.

**4. PUBLIC PARTICIPATION**

A member of the public presented plans and information concerning a request for a 6ft berm around the crematorium site with planting on top and the entrance at Davey Hill to be re-sited in order that both entrances can be used for the crematorium traffic. The Clerk will circulate this information to Members and this matter will be discussed at the Town Council meeting on Monday 7<sup>th</sup> December.

## 5. FINANCE AND STATUTORY MATTERS

- 5.1 **Office Computers:-** The Clerk reported that the new computers are in place. There are a few teething problems with the emails which are being addressed.
- 5.2 **Gov.uk Email Address:-** The Clerk reported that this matter is being dealt with.
- 5.3 **Purchase of Tablets:-** The business plan for the purchase of tablets was circulated to all Members. It was **AGREED** that this matter would be put on hold and discussed again in 2016.
- 5.4 **Finance Sheets – September and October:-** Circulated. **AGREED.**
- 5.5 **Procurement Policy:-** It was reported that John Rattle has now resigned from Cromer Town Council. The Clerk expressed concern that the current procurement policy is not very successful in that the adverts in the press are not being seen by contractors. It was **AGREED** that a new tab will be added to the website to deal with tender adverts and any tenders will be added to the Cromer Times column. Cllr. Harris will circulate a draft procurement policy to be considered at the next meeting.
- 5.6 **Litter Bins – Bus Station:-** The Clerk reported that North Norfolk District Council are not prepared to give a refund for the period that the work was being carried out on the bus station.
- 5.7 **Grant Requests:-**  
**Cromer Methodist Church:-** It was **AGREED** to award £200 to the Community Matters Café.  
**The Cromer Skate Park:-** The Clerk read a grant request for benches at the new skate park. It was **AGREED** that the Clerk would write to the Skate Park Committee and ask for more detail on future maintenance of any benches and the materials to be used. This matter will be discussed again once this information is to hand.
- 5.8 **Cromer Community Centre:-** Cllr. Harris reported that the charity status of the Cromer Community Centre is changing to an incorporated charity to protect the Trustees. They have adopted a new constitution and the assets will be transferred to the new organisation which will then be dissolved. It was **AGREED** that the Clerk will write a letter from Cromer Town Council in support of the new organisation. The Community Centre is in need of major refurbishment in order to maximise usage. Cllr. Harris asked Cromer Town Council to consider taking out a loan with the Public Works Loan Board on behalf of the Community Centre which they will then pay back over a period of time. The Clerk expressed concern over this request but will make enquiries as to whether this can be achieved. The Members said that the committee of the Community Centre have worked very hard and achieved a great deal and a vote of thanks is noted.
- 5.9 **NNDC – Advice Service in North Norfolk:-** Circulated. Noted. It was **AGREED** that this needs to be monitored.
- 5.10 **NALC – Audit Procurement:-** The Clerk reported on the new arrangements for audit procurement. It was **AGREED** that Cromer Town Council would **NOT** opt out of the new audit regime.

**5.11 North Lodge Park – Minutes:-** It was **AGREED** that the Minutes of the meeting held on 30<sup>th</sup> April 2015 were a true record. It was **AGREED** that the Clerk and Cllr. Harris will not respond to the questions raised at the Special Town Council meeting held on 3<sup>rd</sup> June.

**5.12 Bollards:-** The Clerk read an email received from the Friends of North Lodge Park concerning the decision to install bollards on Cromer Town Council's land. Noted. No further action.

It was **AGREED** to discuss an emergency item.

**5.13 Basement Flat – North Lodge:-** The Clerk reported that Hoyl's solicitors have asked for a settlement on their fees. The Court of Appeal awarded Hoyl 75% of their fees. Hoyl are asking for £15,000 or £10,000 plus the cost of the building work on the new entrance, whichever is the lower in exchange for not progressing with the damages claim awarded to Hoyl in the first Court Hearing. It was **AGREED** that Policy and Resources will recommend to Full Council that this be accepted.

## **6. BUDGET 2016/17**

**6.1** Policy and Resources recommended the Budget for 2016/17 to Full Council for adoption. It was **AGREED** that the matter of future provision of grit bins will be dealt with by Works and General Purposes due to the Norfolk County Council budget cuts.

## **7. CORRESPONDENCE AND OTHER MATTERS**

**7.1 Cromer Academy:-** The Clerk read a letter received from Cromer Academy thanking Cromer Town Council for their financial contribution towards the annual Awards Evening.

## **8. DATE OF NEXT MEETING**

The date of the next meeting was noted as 5<sup>th</sup> January, 2016.

## **9. TO CONSIDER A RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC**

**AGREED.**

## **10. CAPITAL BUDGET**

**10.1** The Clerk circulated the draft Capital Budget and gave a report. It was **AGREED** to recommend the draft Capital Budget to Full Council for adoption.

**11. BASEMENT AND STORAGE**

**11.1** It was **AGREED** that Cromer Town Council would make use of the large basement room for storage. It was **AGREED** that one of the smaller storage rooms would be leased to Link Personnel at a rent of £250 per annum.

**12. CCTV**

**12.1** It was **AGREED** that this matter would be placed on the next agenda for further discussion.

**13. BOLLARDS**

**13.1** It was **AGREED** that this matter would be placed on the next agenda for further discussion.

**There being no other business the Chairman closed the meeting at 9.25 pm.**

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**Chairman**

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**Date**