

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD ON TUESDAY 5TH APRIL, 2016 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. C. Plewman, Cllr. D. Pritchard and Cllr. D. Russell.

In Attendance:-

Cllr. P. Harris, Cllr. Y. Nolan and Cllr. G. Smith.

Julie Chance MILCM – Town Clerk.

Two members of the public also attended the meeting.

1. MINUTES OF THE MEETING HELD ON 16TH FEBRUARY 2016

The Minutes of the meeting held on 16th February 2016, having been **AGREED** by Full Council on 29th February 2016, were signed by the Chairman.

2. DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS

Declarations of interest were received Cllr. C. Plewman and Cllr. T. Adams in respect of any Skate Park matters.

Declarations of interest were received from Cllr. C. Plewman in respect of the S137 grant applications for COAST, QJ&J and Merchants Place.

Declarations of interest were received from Cllr. P. Harris, Cllr. T. Bartlett and Cllr. C. Plewman in respect of the S137 grant request from the Cromer Community Association and any related matters.

3. APOLOGIES FOR ABSENCE

No apologies for absence were received.

3.1 Email – Cllr. Conisbee – Extended Absence:- The Clerk read an email from Cllr. D. Conisbee requesting an extended leave of absence from Cromer Town Council for a period of six months. The extended leave is to enable Cllr. Conisbee to attend her daughter's wedding in America and then go on to carry out missionary work in Cambodia. It was **AGREED** that the contents of the email and request be noted.

4. PUBLIC PARTICIPATION

A member of the public circulated photographs of the QJ&J fishing boat before and after the refurbishment work. A background on the work and fundraising was given to the Members present.

A member of the public reported on the fundraising work that has been carried out to date and the work remaining to complete the project and place the refurbished QJ&J in the garden at North Lodge. It was reported that there is a shortfall of £2,500 in the budget which is needed to complete the project. A request was received for some assistance with this deficit as if the QJ&J is not sited shortly further costs for storage will be incurred.

5. **FINANCE AND STATUTORY MATTERS**

- 5.1 **Gov.uk Email Address:-** The Clerk circulated a paper from the IT specialist. Members have been invited to meet with the IT specialist on Monday evening to discuss the paper and sign a disclaimer form before their new email address can be released to them. Cllr. Pritchard commented that he was not happy with the paper and did not feel he could sign his disclaimer until some amendments had been made. The Clerk asked the Members to inform her of any changes required in time for the paper to be amended for Monday night.
- 5.2 **Skate Park:-** The Clerk read an email received from the Skate Park Committee withdrawing the S137 grant request for benches at the skate park. Cllr. C. Plewman and Cllr. T. Adams gave a brief update on the situation with the skate park committee. It was **AGREED** that no further action would be taken in this matter.
- 5.3 **Community Centre Association:-** Cllr. Harris reported that he has not received all the information to enable him to give the Members a report on the cost of the refurbishment. This matter will be placed on the next agenda for an update.
- 5.4 **Flag Policy:-** It was noted that this Policy has been updated. It was **AGREED** that no further action would be taken on this matter.
- 5.5 **Lone Worker Policy:-** The Clerk reported that several of the female Members had offered to meet with the staff to support Cllr. D. Pritchard to review this policy. It was **AGREED** that Cllr. J. Hamilton-Emery would be asked to attend the meeting and a date will be organised shortly.
- 5.6 **Complaints Procedure and Dignity at Work Policy:-** Cllr. T. Adams will circulate the draft combined policy to all Members to be discussed at Full Council on Monday 11th April.
- 5.7 **Co-Option Policy:-** Cllr. P. Harris circulated the draft policy to all Members. It was **AGREED** that this matter will be placed on the next agenda in order to give the Members time to read the paper.
- 5.8 **Social Media Policy:-** It was **AGREED** that this policy will be placed on the next agenda for further discussion. The Clerk will re-circulate the paper to all Members.
- 5.9 **Training Policy:-** It was **AGREED** that no amendments were required.
- 5.10 **Communications Policy:-** It was **AGREED** that no amendments were required.
- 5.11 **Financial Statements for January and February 2016:-** Circulated. Noted. **AGREED.**
- 5.12 **S137 Grant Requests:-** The following grants were **AGREED:-** £
Occasional Grants Budget:-

Cromer Christmas Lighting Volunteers	3,750
Cromer Youth Football Club	500
Cromer Lawn Tennis and Squash Association	250
Cromer VEO – Art Week	300
North Norfolk Community Rail Transport – Mediride	750
North Norfolk Community Rail Transport – Dial a Ride	1,500
Cromer Community Association	2,500
Cromer and Sheringham QJ&J Preservation Society	1,000
COASTArts Festival	1,750
Cromer in Bloom	2,000

£14,300

=====

Advice Services Budget:-

Norfolk Citizens Advice	1,000
Norfolk Community Law Service	600

£ 1,600

=====

Bittern Line – Subscription Budget:-

Bittern Line Community Rail Partnership	£ 500
---	-------

=====

The surplus from the budget is as follows:-

Occasional Grants	700
Bittern Line – Membership Fees	250
Advice Services	400

£1,350

=====

It was **AGREED** that this surplus would be earmarked for any future grant requests. It was **AGREED** that £1,500 be granted to the QJ&J fishing boat project from reserves.

It was **AGREED** to suspend Standing Orders.

5.13 Member Surgeries:- It was **AGREED** that this matter would be placed on the next agenda for further discussion on format of the surgeries.

5.14 Financial Forecast – Crematorium Income:- The Clerk circulated the financial forecast for the period to 31st March 2026. A vote of thanks was noted to the Clerk for her hard work in securing this financial deal and for the financial forecast which was **AGREED**. A vote of thanks was noted to Cllr. D. Pritchard for his hard work in securing the crematorium for Cromer. It was **AGREED** that Cllr. T. Adams will prepare a press release informing the public about the very positive impact of the Crematorium for Cromer. It was **AGREED** that a long term plan needs to be discussed for the income from the Crematorium once the loans have been repaid.

- 5.15 **Blue Plaque – North Lodge:-** The Clerk reported that the Blue Plaque Working Group have requested that one of the blue plaques that have been agreed for this financial year be placed on North Lodge. It was **AGREED** that permission would be given but only for the blue plaque to be placed at the back of the building and not at the entrance side.
- 5.16 **Steps to Safety Campaign:-** The Clerk circulated a letter received from District Councillor Sue Arnold requesting further funding from Cromer Town Council. It was **AGREED** that this matter will be discussed at Full Council on 11th April and Cllr. T. Adams will prepare a brief update on the situation to date.
- 5.17 **Norfolk County Council – Bench – Cadogan Road:-** This matter was discussed at the Planning, Transportation and Environment Committee meeting. It was **AGREED** to support the recommendation from the planning meeting not to accept future maintenance costs on this bench if Norfolk County Council put it in place on Cadogan Road. Cromer Town Council’s Memorial Benches, Trees and Shrubs Policy states that benches will only be installed in Cromer Cemetery.

6. **CORRESPONDENCE AND OTHER MATTERS**

None received.

7. **DATE OF NEXT MEETING**

The date of the next meeting was noted as 17th May 2016.

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

AGREED

9. **QUOTATIONS**

- 9.1 **Bollards:-** It was **AGREED** not to proceed with this project at the present time.

There being no other business the Chairman closed the meeting at 10.02 pm.

.....
Chairman

.....