

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE**  
**HELD ON TUESDAY 17<sup>TH</sup> MAY, 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. D. Pritchard and Cllr. D. Russell.

Julie Chance MILCM – Town Clerk.

Four members of the public also attended the meeting.

**1. MINUTES OF THE MEETING HELD ON 5<sup>TH</sup> APRIL 2016**

The Minutes of the meeting held on 5<sup>th</sup> April 2016, having been **AGREED** at Full Council on 11<sup>th</sup> April 2016, were signed by the Chairman.

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

None received.

**3. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. P. Harris.

**4. PUBLIC PARTICIPATION**

None.

**5. FINANCE AND STATUTORY MATTERS**

**5.1 New gov.uk Email Addresses:-** The Clerk circulated Cllr. Pritchard's draft policy. This matter will be placed on the next agenda for discussion once the Members have had a chance to read the draft policy.

**5.2 Community Centre Association:-** This matter will be placed on the next agenda for an update from Cllr. Harris.

**5.3 Lone Worker Policy:-** Cllr. Pritchard reported that he and Cllr. Hamilton-Emery have met with the staff to discuss this policy. Amendments have been suggested and Cllr. Pritchard will prepare a draft for agreement at the next meeting.

**5.4 Co-Option Policy:-** It was **AGREED** that Cllr. Russell and Cllr. Robb will prepare a document to be agreed at the next meeting. The Clerk will liaise with Cllr. Russell and Cllr. Robb on this matter.

**5.5 Social Media Policy:-** Circulated. **AGREED.**

**5.6 Standing Orders:-** It was **AGREED** that under 3. Meetings Generally an item would be added limiting an individual Member to speak for a maximum of 4 minutes on an agenda item subject to the Chairman's discretion.

It was **AGREED** that the wording 'at the Chairman's discretion' would be added to item 3(g).

It was **AGREED** that under item 19 a reference will be made to Personnel Committee. It was **AGREED** that the Personnel Committee will have four members with the Chairman having the casting vote.

All references to Strategy and Finance Committee will be changed to Policy and Resources Committee.

The four members of the public left the meeting.

- 5.7 Financial Regulations:-** It was **AGREED** that item 3.1 would be removed. All references to Strategy and Finance Committee will be changed to Policy and Resources Committee.
- 5.8 Financial Risk Assessments and Internal Control Procedures:-** It was **AGREED** that the Notification List Section would be removed. It was **AGREED** that items 1.2 and 1.2.2 would be removed. It was **AGREED** that the dates in all items in the document would be updated by the Clerk. All references to Strategy and Finance Committee would be changed to Policy and Resources Committee. It was **AGREED** that the Persistent Complaints Procedure would be added to item 1.5.1. It was **AGREED** that item 2.3.1 would read November instead of October. It was **AGREED** that the risk identified under 2.6.2 would be removed. It was **AGREED** that the risk and action required under item 2.6.3 would be removed. It was **AGREED** that item 3.5.3 be removed. It was **AGREED** that action required under item 3.11.1 be removed.
- 5.9 Councillor Surgeries:-** It was **AGREED** that a trial period would be held in spring 2017. Cllr. Bartlett will action this.
- 5.10 Grant – Friends of North Lodge Park:-** Cllr. Robb requested that a grant be considered for the Friends of North Lodge Park for planting. It was **AGREED** that as the land belongs to North Norfolk District Council and there has not been a formal grant application this request would be declined at present.
- 5.11 Grant:-** It was **AGREED** that a grant in the sum of £250 be awarded to the gentleman who cuts the grass areas in Cromer on a regular basis. The grant is to help towards his petrol expenses.
- 5.12 North Norfolk Town and Parish Forum:-** It was **AGREED** to support this initiative.
- 5.13 First Aid and Fire Marshall Training:-** It was **AGREED** that the Clerk would enquire whether St John could carry out first aid training in the Council Chamber as previously and invite the Members to attend if they wish. It was **AGREED** that the Clerk and Deputy Clerk should undertake Fire Marshall training and the Clerk will investigate this matter.

## **6. CORRESPONDENCE AND OTHER MATTERS**

- 6.1 NN Incubation Centre Feasibility Study:-** Circulated. This matter will be placed on the next agenda for a report from Cllr. Harris.
- 6.2 Norfolk Citizen's Advice:-** The Clerk read a letter received from the Norfolk Citizen's Advice thanking the Members for the grant of £1,000.

**7. DATE OF NEXT MEETING**

The date of the next meeting was noted as 28<sup>th</sup> June 2016.

**There being no further business the Chairman closed the meeting at 8.24 pm.**

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**Chairman**

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**Date**