

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD ON TUESDAY 2ND AUGUST, 2016 AT 7.00 PM
IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER

Present:-

Chairman – Cllr. J. Frosdick, Vice-Chairman – Cllr. P. Harris,
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. C. Plewman,
Cllr. D. Pritchard and Cllr. C. Robb.

In Attendance:-

Cllr. Y Nolan.

Julie Chance MILCM – Town Clerk.

Three members of the public also attended the meeting.

1. MINUTES OF THE MEETING HELD ON TUESDAY 28TH JUNE 2016

The Minutes of the meeting held on Tuesday 28th June 2016, having been **AGREED** by Full Council were signed by the Chairman.

2. DECLARATIONS OF INTEREST

Declarations of interest were received from Cllrs. Bartlett, Harris and Plewman in connection with any Cromer Community Centre matters.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. D. Russell due to holiday.

4. PUBLIC PARTICIPATION

A member of the public made a statement – attached.

A member of the public made a statement. He asked why when a member of the public became aggressive in a recent planning meeting, causing the meeting to be suspended, there has been no action taken against him. The member of the public said that he had originally accepted the Police six page apology concerning the PIN but having read it again has changed his mind and will be taking it further. The member of public asked whether Cromer Town Council's accounts are prepared on a manual system or if there is a software used. The member of public asked who the internal auditor, external auditor and accountants were for the period 2005 to 2009.

5. FINANCE AND STATUTORY MATTERS

5.1 Loan Worker Policy:- This matter will be placed on the next agenda for further discussion.

- 5.2 Records Management Policy:-** A draft policy has been circulated to all Members. It was **AGREED** that the policy be adopted.
- 5.3 Committee Terms of Reference:-**
- Policy & Resources:-** It was **AGREED** to add the recent addition to the standing orders concerning the membership of the committee if the Mayor and Deputy Mayor are also a Chairman of a Committee. This mayoral year would mean two extra members from the Town Council to join the Policy & Resources Committee. Item 4.2 should be amended to read Policy and Resources Committee instead of Strategy. It was **AGREED** that the number of members for the Personnel Sub-committee be changed to two additional members.
- Planning, Transportation & Environment Committee:-** It was **AGREED** to add the word Town to read Town Council where appropriate. It was **AGREED** that item 2.2.1 will be changed to read 'North Norfolk District Council – Local Plan, Environment issues and related matters. The inappropriate apostrophes will be removed. It was **AGREED** that the item from the Promotion & Development Committee concerning setting a committee budget will be added. It was **AGREED** that item 3.1 would read 'Planning Committee together with the Town Council to encourage North Norfolk District Council to consult on all relevant matters in a timely fashion'.
- Works & General Purposes Committee:-** It was **AGREED** that the item from the Promotion & Development Committee concerning setting a committee budget will be added. It was **AGREED** the War Memorial and Crematorium will be added under Committee functions. It was **AGREED** that the Cemetery Chapel (No.1 Site) and Cemetery Chapel (No.2 Site) will be separate items under item 3.5. It was **AGREED** that the wording under item 3.7 (b) would be changed to read 'Consult and advise with Property Services at North Norfolk District Council.
- Promotions & Development Committee:-** It was **AGREED** to add the Blue Plaques.
It was **AGREED** to add the explanation of any abbreviations to all committee terms of reference.
- 5.4 Conduct and Protocol Paper:-** This matter will be placed on the next agenda. Cllr. Harris is dealing with this matter.
- 5.5 Standing Order – Eligibility to Vote on Budget and Precept:-** It was **AGREED** that the Town Clerk will ask all Members present at a meeting discussing the Budget and Precept if they are eligible to vote. This wording will be added to the Standing Orders.
- 5.6 Grant Application Request:-** It was **AGREED** that this application will be re-circulated to all Members and placed on the next agenda for discussion.
- 5.7 Grant Application Form:-** It was **AGREED** that the grant application form is suitable. It was **AGREED** that the Clerk will prepare a timetable for grant applications to be considered at the next meeting. It was **AGREED** that the main grants will only be considered once a year. It was **AGREED** that a small grant fund of £1,000 will be considered when setting the budget. The small grant fund will cover grants of up to £50 per organisation if agreed.

- 5.8 **Staff and Councillor Security:-** Cllr. Pritchard reported that he and the Clerk had met with a security company to discuss the Town Council's requirements. This will be discussed with the tenants of the building and a then go out to tender for consideration at the next meeting.
- 5.9 **May Finance:-** Circulated. **AGREED.**
- 5.10 **NPFA Conference – Play Strategy:-** It was **AGREED** that Cllr. T. Adams will attend the conference on 27th October 2016 at a cost of £20.
- 5.11 **Chain – Deputy Mayor Medal:-** It was **AGREED** that the cost of a new chain will be considered when setting the budget for 2017/18.
- 5.12 **Photocopier Rental:-** The Clerk circulated a paper setting out the cost of replacing the current photocopier with a more up to date model. It was **AGREED** to accept the Clerk's recommendation for a refurbished Sharp from Clarity Copiers.

6. **CORRESPONDENCE AND OTHER MATTERS**

- 6.1 **NN Incubation Centre Feasibility Study:-** The Clerk read an email received from North Norfolk District Council stating that this study has been put to the Economic Growth Board but is confidential until it is put to the Cabinet with a recommendation to support a centre. It was **AGREED** that the Clerk would write to District Councillor Nigel Dixon and invite him to a future meeting to inform the Members of his portfolio.
- 6.2 **Devolution Consultation:-** It was **AGREED** that the Clerk would write to North Norfolk District Council in support of their opposition to the Devolution Package.

7. **DATE OF NEXT MEETING**

The date of the next meeting was noted as 20th September 2016.

There being no other business the Chairman closed the meeting at 8.10 pm.

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Chairman

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Date

1. My observations relate to matters to be raised later on today's agenda.
2. They concern a complaint made to the mayor by Mr Andrew Rising and the subsequent allegations of harassment by the Town Clerk against Mr Rising.
3. The facts, which I think are not in dispute, are these. Mr Rising sent an email to Mr(MAYOR) Adams on 10th December 2015 which noted the presence of the Town Clerk on Facebook in a mildly salacious photographic pose to which a number of mildly salacious comments had been appended by members of the viewing community. Mr Rising drew the attention of Mr Adams to the inappropriateness of the situation with respect to the standing of CTC. Mr Adams did not respond to Mr Rising. The only apparent response was a complaint of harassment by the Town Clerk against Mr Rising to Norfolk Police on 20th Dec (According to NP) This resulted in the issue of a PIN by Norfolk Police to Mr Rising on 23rd January 2016 This PIN was revoked on 7th June 2016 subsequent to Police Standards investigation with the following comments:-
(AND APOLOGY)

- a) that the PIN should not have been issued.
- b) that Mr Rising's expressions of concern were right and proper.

The issuing police officer has been subject to disciplinary action as a result of the improper issue of the PIN.

4. A series of issues arises from this failed attempt to discredit Mr Rising. I have put these as a series of questions which require answering by CTC:-

- 4.1. What explanation does Mr Adams offer for his failure to respond to Mr Rising initially/ later?
- 4.2. What action did Mr Adams or CTC take to respond to Mr Rising's concerns?
- 4.3. Did Mr Adams and/ or other councillors propose or discuss the making of a harassment complaint with a) the Town Clerk b) any other party such as a lawyer?
- 4.4. Did CTC support or endorse the Town Clerk's complaint of harassment?
- 4.5. Now that the PIN has been revoked will the Council and Town Clerk apologise to Mr Rising for their actions and the distress and inconvenience that they have caused?
- 4.6. Also, now that the PIN has been revoked, will the Council reopen the complaint of gross dishonesty made against the Town Clerk by Mr Rising as a consequence of her report of harassment?
- 4.7. Will the Council and Town Clerk apologise to the issuing Police Officer for

the troubles that have been caused for him by the Town Clerk's action?

5. Please note that I have put these issues forward today as a matter of public relevance using the format of public address at a Council meeting. This is to expedite the matter but I would advise that if I do not receive full and proper responses now or within the next few days, I reserve the right to bring it forward under freedom of information legislation.

6. Finally, I am happy to provide an email covering the questions I have raised if there has been any problem with making a record of what I have said today