

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE**  
**HELD ON TUESDAY 16<sup>TH</sup> MAY, 2017 AT 7.00 PM**  
**IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER**

**Present:-**

Chairman – Cllr. P. Harris,  
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. J. Davis,  
Cllr. J. Frosdick, Cllr. D. Pitchard and Cllr. D. Russell.

Julie Chance MILCM – Town Clerk.

**1. COMMITTEE VICE-CHAIRMAN**

It was **AGREED** that Cllr. D. Russell would be elected as Vice-Chairman to Policy and Resources Committee.

**2. MINUTES OF THE MEETING HELD ON TUESDAY 11<sup>TH</sup> APRIL, 2017**

The Minutes of the meeting held on Tuesday 11<sup>th</sup> April 2017, having been **AGREED** by Full Council were signed by the Chairman.

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

Prejudicial declarations of interest were received by Cllr. D. Russell on item 6.7 grant application.

Declarations of interest were received from Cllr. T. Adams in connection with item 6.7 grant application.

**4. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. Y. Nolan – preparing for her holiday and from Cllr. R. Leeds – at hospital.

**5. PUBLIC PARTICIPATION**

None received.

**6. FINANCE AND STATUTORY MATTERS**

**6.1 Finance – March:- AGREED.**

**6.2 Recruitment of Administration Assistant:-** The Clerk gave an update on the starting date and hours to be worked by the new Administration Assistant. The applicant was introduced to the Members at Full Council.

**6.3 New Website:-** Cllr. Harris will liaise with the company to progress this matter. This matter will be placed on the next agenda for an update.

#### 6.4 Policies:-

**Lone Worker Policy:-** This matter will be placed on the next agenda for an update from Cllr. Pritchard and Cllr. Russell.

**Standing Orders:-** It was **AGREED** that the Standing Orders will be placed on the next agenda. Cllr. Harris is preparing an amendment concerning working groups for consideration.

**Financial Standing Orders:-** It was **AGREED** that no amendments were needed.

**Risk Assessment of Financial and Non-Financial Internal Audit Controls:-** It was **AGREED** that the references to the old Strategy Committee would be changed to Policy & Resources. It was **AGREED** that the new Administration Assistant would be added to 1.8.1 and reference to limited back up back-up disks be removed from 2.1.1.

6.5 **Living Wage:-** The Clerk and Cllr. Harris are progressing this matter. It was reported that there is an administration fee for registration.

6.6 **New Committee:-** This matter was discussed at Full Council. It was **AGREED** to go ahead with the principle of setting up a new committee. Policy & Resources Committee will be asked to prepare the terms and reference for the new committee which will be considered by Full Council. This matter will be placed on the next agenda for action.

6.7 **Grant Application – Nothing About Us Without Us:-** It was **AGREED** to award £500.

6.8 **Shredding:-** It was **AGREED** to accept the quotation in the sum of £90 per quarter. It was **AGREED** that the Clerk would ask Members to bring all their redundant Town Council paperwork into the office for shredding.

6.9 **New Award – Norfolk ALC:-** It was **AGREED** that this matter would be placed on the next agenda for discussion.

### 7. CORRESPONDENCE AND OTHER MATTERS

7.1 **North Lodge Park:-** Nothing to report.

7.2 **Event Held in Chamber:-** The Clerk circulated photographs of an event which was held in the Chamber recently. It was **AGREED** that this matter would be placed on the next Promotions and Development Committee for discussion on the best use of the Chamber to generate income.

### 8. DATE OF NEXT MEETING

It was noted that the date of the next meeting will be held on Tuesday 20<sup>th</sup> June, 2017.

**There being no other business the Chairman closed the meeting at 7.50 pm.**

.....  
**Chairman**

.....  
**Date**