

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD ON TUESDAY 20TH JUNE, 2017 AT 7.00 PM
IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER

Present:-

Chairman – Cllr. P. Harris, Vice-Chairman – Cllr. D. Russell,
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. J. Davis,
Cllr. J. Frosdick, Cllr. R. Leeds, Cllr. Y. Nolan and Cllr. D. Pritchard.

Julie Chance MILCM – Town Clerk.

1. MINUTES OF THE MEETING HELD ON 16TH MAY, 2017

The Minutes of the meeting held on 16th May 2017, having been circulated, were taken as read, **AGREED** and signed by the Chairman.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Declarations of interest were received from Cllr. D. Russell in respect of Item 6.2 Benjamin Court Steering Group.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. C. Plewman – Ill Health.

4. PUBLIC PARTICIPATION

No members of the public attended the meeting.

5. FINANCE AND STATUTORY MATTERS

5.1 Finance Sheets – April:- AGREED.

5.2 New Website:- Cllr. Harris reported that he will be arranging a meeting between the Clerk, himself and the website company to progress this matter.

5.3 Review of Policies:-

Loan Worker Policy:- Cllr. Pritchard reported that he had met with Cllr. Russell, the Clerk and Deputy Clerk to review the policy. This policy will need to be discussed with the new member of staff to make sure she does not need anything added. This matter will be placed on the next agenda for adoption.

Standing Orders:- Cllr. Harris circulated information concerning task and finish groups. It was **AGREED** that this information should be added to the Standing Orders. It was **AGREED** that the new wording for SO3 (l & m) be adopted. It was reported that Standing Order 4d(vi) has been breached. This matter will be referred back to the next Promotion and Development Committee to be addressed. The decision to suspend Standing Orders needs

to be discussed and if appropriate recommended to Full Council. The final decision should be made by Full Council.

Planning Policy:- It was **AGREED** that no amendments be made.

Complaints and Dignity at Work Policy:- It was **AGREED** that no amendments be made.

Social Media Policy:- It was **AGREED** that no amendments be made.

Co-option Policy:- It was **AGREED** that no amendments be made.

5.4 Living Wage:- It was reported that Cromer Town Council is now a member of the Living Wage Friendly Funder Recognition. Cllr. Harris reported that the Living Wage Organisation has asked whether Cromer Town Council would be interested in working with them to promote our new status. It was **AGREED** that Cllr. Harris will liaise with them to organise a meeting to progress this matter. It was **AGREED** that no further action would be taken in this matter.

5.5 New Committee Terms of Reference:- Cllr. Davis circulated draft terms of reference for a new committee. It was **AGREED** to support these terms of reference and Cllr. Davis will finalise them in order that they can be presented to the next Full Council meeting. It was **AGREED** that the new committee would be named Community and Economic Development Committee and would meet six weekly. It was **AGREED** that Full Council will need to consider changing the name of the Promotions and Development Committee as two committees with names including the word Development could be confusing. This matter will be placed on the next Full Council agenda for consideration.

5.6 Local Council Award Scheme:- It was reported that Cromer Town Council does not meet the criteria for this award at present. It was **AGREED** that we would work towards and prepare to apply following the next election in May 2019. Cllr. Harris reported that Cromer Town Council can apply for the Star Council Award. It was **AGREED** that Cllr. Harris and the Clerk would liaise to make an application to the Star Council Award.

The Clerk left the meeting.

5.7 Clerk of the Year:- It was **AGREED** to nominate the Town Clerk for this award. Cllr. Harris will complete the nomination form accordingly.

The Clerk returned to the meeting.

5.8 Mayor's Plans for Term of Office:- Cllr. Frostdick reported that he is doing a sponsored walk up Mount Snowdon on 1st July. He will also be holding various fundraising events during his term of office. The charities he will be supporting are RNLI, Friends of Cromer Hospital and Cromer 1st Responders. He wishes to purchase equipment on behalf of each of the charities rather than present them with the money. It was **AGREED** that all money collected needed to come through Cromer Town Council and they would purchase the equipment for presentation by the Mayor. It was **AGREED** that a risk assessment will be prepared in the office and the Clerk will check with the Insurance Company that Cllr. Frostdick is covered for this venture.

5.9 Office Telephone System:- It was **AGREED** that the Clerk would investigate the cost of a new telephone system to include an additional line. The Clerk will liaise with BT and investigate a Cloud System. This matter will be placed on the next agenda for an update.

- 5.10 **ID Lanyards/Badges – Councillors and Officers:-** It was **AGREED** that full colour bespoke printed lanyards with single sided plastic ID cards would be purchased at a cost of £154.
- 5.11 **Community Centre:-** Cllr. Harris reported that the Cromer Community Centre have successfully met the requirements for stage one of a grant applications for European funding. It was **AGREED** that the Clerk would write a letter of support for this application on behalf of Cromer Town Council.

6. **CORRESPONDENCE AND OTHER MATTERS**

- 6.1 **North Lodge Park – Working with NNDC:-** Nothing to report.
- 6.2 **Benjamin Court Steering Group:-** Cllr. Russell circulated reports to all Members. Attached. It was **AGREED** that Cllr. Russell will make a Freedom of Information Request to NNCCG on how much money is held in fines and how it is being allocated. Cllr. Russell reported that he is still waiting for some dates from NNCCG for a walk-in event in Cromer and he will keep the Members updated. Cllr. Russell thanked Cllr. Adams and Cllr. Plewman for their help and support in this matter.

7. **DATE OF NEXT MEETING**

The date of the next meeting was noted as Tuesday 25th July, 2017.

There being no other business the Chairman closed the meeting at 8.40 pm.

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Chairman

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Date