

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE**  
**HELD ON TUESDAY 25<sup>th</sup> JULY, 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. Y. Nolan and Cllr. D. Pritchard.

Janet Warner MILCM – Deputy Town Clerk.

**1. MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> MAY, 2017**

The Minutes of the meeting held on 20 June 2017, having been approved by Full Council on 24 July 2017, were 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 6.1 Benjamin Court Steering Group.

**3. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. C. Plewman (ill Health) and Town Clerk Julie Chance (ill health). Cllrs. Leeds and Roberts were absent with no apologies given.

**4. PUBLIC PARTICIPATION**

No members of the public attended the meeting.

**5. FINANCE AND STATUTORY MATTERS**

**5.1 Finance Sheets – May and June:- AGREED.** It was noted that there is a small difference thus the accounts are yet to be reconciled. Members queried the increased percentage of pension payments. The Deputy Clerk advised that this could be due to the change in pension bandings which has increased employee contributions to their pensions. Concern was raised at the length of time it takes for the bank to issue the bank statements.

**5.2 New Website:-** Cllr. Harris is to circulate an update.

**5.3 Review of Policies:-**

**Loan Worker Policy:-** Cllr. Pritchard reported that due to computer problems this is yet to be updated. The revised policy will be presented at the next meeting.

**Records Management Policy:-** This policy was reviewed and it was **AGREED** to make no changes. It was noted that the policy may have to be rewritten to accommodate the changes to Data Protection Guidelines.

- 5.4 **Protocol for Reporting at Meetings:-** It was **AGREED** to encourage members, wherever possible, to provide written reports when attending meetings of outside bodies. It was **AGREED** that there does not need to be a separate policy and that Cllr. Harris will look into amending existing policies and bring this back to the next meeting for consideration.
- 5.5 **Living Wage:-** It was noted that the Living Wage Foundation will be producing a press release and that a report has already been printed in the North Norfolk News.
- 5.6 **Star Council Awards:-** It was noted that Cllr. Harris is progressing a nomination for the awards.
- 5.7 **General Data Protection Regulation:-** It was stressed that the changes will impact on all members and officers and will increase the workload in the office. It was **AGREED** to arrange training for Full Council and to invite others in Cromer who may be effected by the changes to attend too. The Deputy Clerk advised that she also hopes to participate in a webinar training session for clerks in October.
- 5.8 **Office Telephone System:-** It was noted that the Clerk is still looking into costings for a new system.

**6. CORRESPONDENCE AND OTHER MATTERS**

- 6.1 **Benjamin Court Steering Group:-** It was noted that a report had been presented to Full Council. Cllr. Russell advised that a new partnership for carers will be led by Voluntary Norfolk and that Benjamin Court is to be considered at NCC on 07 September 2017. Cllr. Russell stressed that members of the Town Council will need to agree a response to the consultation at the next CTC meeting.
- 6.2 **Minutes of Personnel Sub-Committee:-** The minutes of the meeting held on 17 July 2017 were noted. It was **AGREED** to refer minute item 3 On Call Allowance back to the Personnel Sub-Committee for further consideration and to check the Officers' contracts of employment in respect of recompense for out of hours working.

**7. DATE OF NEXT MEETING**

The date of the next meeting was noted as Tuesday 05 September, 2017.

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

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Chairman

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Date