

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE**  
**HELD ON TUESDAY 2<sup>ND</sup> JANUARY, 2018 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. J. Davis, Cllr. J. Frosdick,  
Cllr. R. Leeds and Cllr. Y. Nolan.

Julie Chance PSLCC – Town Clerk.

**1. MINUTES OF THE MEETING HELD ON TUESDAY 21<sup>ST</sup> NOVEMBER, 2017**

The Minutes of the meeting held on Tuesday 21<sup>st</sup> November 2017, having been **AGREED** at Full Council on Monday 27<sup>th</sup> November 2017, were signed by the Chairman.

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

Declarations of interest were received from Cllr. T. Adams in connection with any Norfolk County Council Budget matters.

**3. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. T. Bartlett due to a hospital appointment and from Cllr. D. Pritchard who is away on holiday.

**4. PUBLIC PARTICIPATION**

No members of the public attended the meeting.

**5. FINANCE AND STATUTORY MATTERS**

**5.1 Investment of Reserves:-** Cllr. Harris reported that a meeting of the Investment Sub-Committee has been held and a draft policy for investment of reserves is being prepared. The Clerk will arrange a meeting of the Investment Committee and this matter will be placed on the next agenda for an update.

**5.2 Monthly Finance – October and November:-** Circulated. **AGREED.**

**5.3 Website:-** The Clerk reported that the Deputy Clerk and Administration Assistant have been testing the new site but are unable to use it properly without training. It was **AGREED** that training would be arranged as soon as possible in order to get the new website up and running.

**5.4 Safeguarding Policy:-** This matter will be placed on the next agenda for an update from Cllr. Davis and Cllr. Harris.

**Social Media Policy:-** The Clerk circulated the Social Media Policy with the additional wording covering Members. **AGREED.**

- 5.5 **Equal Opportunities Policy:-** Circulated. No amendments.
- 5.6 **Grant Application Form:-** Circulated. **AGREED.**
- 5.7 **General Data Protection Regulation Training:-** The Clerk reported that further training is needed for the members of staff in order to deal with the new legislation. It was **AGREED** that all three members of staff and Cllr. Harris will attend the training session on Monday 29<sup>th</sup> January at Sprowston Diamond Centre. The cost of the training is £25 per person.
- 5.8 **Banking Arrangements:-** The Clerk reported that the new bank account with National Westminster will be in place shortly. It was **AGREED** that once this new account is in place, an electronic banking system will be put in place. A policy will be adopted to maintain the current level of security for financial transactions by Cromer Town Council as we move into the electronic era.
- 5.9 **Mobiloo:-** Cllr. Davis reported that she has met with North Norfolk District Council to discuss the possibilities of a permanent changing places facility. It was **AGREED** that Cllr. Davis will prepare a brief for the use of North Norfolk District Council's properties for this facility. Once the Clerk and Cllr. Davis have agreed the brief this will be submitted to North Norfolk District Council to start the negotiation process.
- 5.10 **Replacement PC:-** It was **AGREED** to purchase a new PC for the Administration Assistant in the sum of £675 in order to bring her computer up to the same specification as the other members of staff.

## 6. CORRESPONDENCE

- 6.1 **Norfolk County Council Budget Consultation:-** Circulated. It was **AGREED** that the Clerk will email Norfolk County Council expressing the Town Council's concerns about the proposed cuts in services.
- 6.2 **Cromer Royal British Legion:-** The Clerk read a thank you letter received for the recent grant. Noted.

## 7. DATE OF NEXT MEETING

The date of the next meeting was noted as Tuesday 6<sup>th</sup> February, 2018.

## 8. RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC

9. **New Telephone System:-** It was reported that this matter had been referred back for further consideration. It was **AGREED** to accept the new quotation from Anglian Farmers in the sum of £88 per month. The Clerk will action this matter accordingly.

**10. STAFF MATTERS**

- 10.1 Salary Increases:-** The Clerk reported that there has been a national increase of 2% in the salaries for the Clerk and Deputy Clerk. The Administration Assistant will receive a higher percentage increase but this has not been confirmed to date. It was **AGREED** that the Clerk will prepare the cost increases once the new scales have been received. Noted.
- 10.2 Membership of SLCC:-** The Clerk reported that it is noted in the training policy that the membership of the SLCC for the Clerk and Deputy Clerk will be paid for by the Town Council. It is also in their Contracts of Employment. This membership has been paid by the individuals to date. It was **AGREED** that this matter will be placed on the next Personnel Committee agenda for discussion and a recommendation.

**11. BASEMENT ROOM -TENANT**

- 11.1** The Clerk reported that the tenant in the basement room has given notice with effect from 1<sup>st</sup> May due to retirement. It was **AGREED** that this room will be used for storage. The Town Council is very short of storage and there is concern that the finance paperwork is not accessible at present. It was **AGREED** that enquiries will be made into the cost of archiving some of the paperwork electronically to save on space and for security reasons. The Clerk will action this matter accordingly.

**There being no other business the Chairman closed the meeting at 8.20 pm.**

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**Chairman**

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**Date**