

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE**  
**HELD ON TUESDAY 6<sup>TH</sup> FEBRUARY, 2018 AT 7.00 PM**  
**IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER**

**Present:-**

Chairman – Cllr. P. Harris, Cllr. T. Adams, Cllr. T. Bartlett,  
Cllr. J. Frostdick, Cllr. D. Pritchard, Cllr. R. Leeds and Cllr. Y. Nolan.

Julie Chance MILCM – Town Clerk.

One member of the public also attended the meeting.

Cllr. J. Frostdick took the Chair.

**1. MINUTES OF THE MEETING HELD ON TUESDAY 2<sup>ND</sup> JANUARY, 2018**

The Minutes of the meeting held on Tuesday 2<sup>nd</sup> January 2018, having been **AGREED** by Full Council on Monday 15<sup>th</sup> January 2018, were signed by the Chairman.

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

Declarations of interest were received from Cllr. D. Pritchard in connection with any Royal British Legion matters.

**3. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. D. Russell – holiday.  
Cllr. Harris is held up in traffic and will be late to the meeting.

**4. PUBLIC PARTICIPATION**

None received.

**5. FINANCE AND STATUTORY MATTERS**

**5.1 Investment of Reserves:-** The Clerk reported she is trying to arrange a meeting but is waiting for available dates from Cllr. Harris who is writing a finance policy.

**5.2 Finance – December:-** Circulated. **AGREED.**

**Cllr. Harris joined the meeting and took the Chair.**

**5.3 Website:-** It was reported that the training for the new website is being held in the office tomorrow. Cllr. Harris, the Deputy Clerk and Administration Assistant will be receiving the training.

**5.4 Policy Review:-**

**Safeguarding Policy:-** Cllr. Harris and Cllr. Davis are due to meet to prepare this policy and this matter will be placed on the next agenda for an update.

**Flag Flying Policy:-** A list of dates for flag flying for 2018 has been circulated to all Members which was **AGREED**. It was **AGREED** that a flag will be flown on 1<sup>st</sup> April for the centenary of the founding of the RAF. It was **AGREED** that the Union flag will be flown for Trafalgar Day in October 2018. It was **AGREED** to fly the rainbow flag on 1<sup>st</sup> December for World Aids Day on the condition that the Parish Church agree as the flagpole is on their land and they have the final say on flag flying. It was reported that all flag flying is tweeted from the office and the flag flying policy is on the website. It was **AGREED** that no other amendments be made to the flag flying policy.

- 5.5 **General Data Protection Regulations – Training:-** The Clerk reported that the date for the training has been changed to 20<sup>th</sup> February. Unfortunately the Clerk and Deputy Clerk are unable to attend this date. Cllr. Harris will be attending. The Clerk reported that Norfolk ALC are arranging other dates which the Clerk and Deputy Clerk will attend in the future.
- 5.6 **Banking Arrangements:-** The Clerk reported that the National Westminster Bank account is now open and the switch is in progress. This matter will be placed on a future agenda to discuss the way forward with electronic banking.
- 5.7 **Mobiloo:-** Cllr. Davis reported that she has written to North Norfolk District Council but to date has not had a reply. She will chase accordingly.
- 5.8 **Financial Contingency Plan:-** It was **AGREED** that the Financial Risk Policy will be placed on the next agenda for discussion and to look at a financial contingency plan going forward.

## 6. CORRESPONDENCE AND OTHER MATTERS

- 6.1 **Cromer Royal British Legion Remembrance Events:-** The Clerk reported that other Town Councils deal with the funding of Remembrance events in various different ways including grant funding. It was **AGREED** that a grant of £500 will be given for the 2018 Remembrance events and the cheque will be presented at the Annual Town Meeting along with the other \$137 grants awarded. It was **AGREED** that this amount will be allowed for in future budgets.
- 6.2 **NALC – Training:-** Circulated. It was **AGREED** that any new Members to Cromer Town Council should be encouraged to attend training courses. It was **AGREED** that any Members standing as Chairs of committees should be encouraged to attend training courses. It was **AGREED** that the Training Policy will be reviewed at the next meeting to add suitable wording to cover these resolutions.
- 6.3 **Local Government Standards Consultation:-** Cllr. Adams will circulate the details of this consultation and this matter will be placed on the next agenda for further discussion.

**7. DATE OF NEXT MEETING**

The date of the next meeting was noted as 6<sup>th</sup> March, 2018.  
Please note that there will be a special Policy and Resources Committee meeting held on 28<sup>th</sup> March 2018 to discuss the grant funding applications.

**There being no other business the Chairman closed the meeting at 7.52 pm.**

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**Chairman**

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**Date**