

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD ON TUESDAY 06 MARCH 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. Y. Nolan and Cllr. D. Pritchard.

Janet Warner PSLCC AICCM– Deputy Town Clerk.

1. MINUTES OF THE MEETING HELD ON 06 FEBRUARY 2018

The Minutes of the meeting held on 06 February 2018, having been approved by Full Council on 05 March 2018, were signed by the Chairman.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Cllr. Harris declared an interest in item 5.7 re Community Centre Bridging Loan.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Bartlett (family issue) and Cllr. Frosdick (Christmas Lights AGM).

4. PUBLIC PARTICIPATION

No members of the public attended the meeting.

5. FINANCE AND STATUTORY MATTERS

5.1 Investment of reserves:- Cllr. Harris is yet to progress this. Carry forward to next meeting.

5.2 Website:- It is hoped to present the new website to CTC on 09 April 2018 and go live on 21 April 2018.

5.3 Review of Policies:-

Safeguarding Policy:- Cllrs. Harris and Davis are yet to progress this. Carry forward to next meeting.

Training Policy:- It was **AGREED** to develop a training policy for Officers and members and refer this to the Personnel Sub Committee to rewrite and then refer back to Policy & Resources.

Communicating with Press and Public Protocol:- It was noted that the policy needs to be simplified and the email protocol added. It was **AGREED** to ask for a member to review the protocol and bring back to the next meeting.

Financial Risk Policy & Financial Contingency Plan:- It was noted that Cllr. Harris will be dealing in conjunction with the Financial Risk Register. It was **AGREED** to accept the policy in its current form and further review in conjunction with the Financial Risk Register.

5.4 General Data Protection Regulations:- An update was provided in respect of GDPR. Concern was raised at the volume of work required to meet the deadline especially as the Clerk is currently on sick leave and the office is already under pressure.

It was **AGREED** to allow for extra hours for the Admin Assistant to support the Deputy Clerk as required. It was **AGREED** to cancel the Community & Economic Development Committee meeting to ease pressure on the office and ask to Committee Chairmen to only include important issues at Committee meetings whilst the Clerk is still on leave. In the meantime the Deputy Clerk was asked to prioritise work and report back to committee as necessary. It was **AGREED** that Business Continuity should be on the agenda of the next meeting for full discussion.

5.5 Banking Arrangements:- It was noted that the switch to NatWest is now complete. Some cheques appear to have bounced thus CTC will reimburse any payees and seek recompense from Barclays. Concern was raised that members who also have private accounts with NatWest are having issues with their account details being linked to the Town Council Account.

5.6 Mobiloo:- There was no update.

Cllr. Russell took the Chair for the following item

It was agreed to suspend standing orders to continue the meeting past 9pm

5.7 Community Centre Association request for loan:- Members were in receipt of a paper from Cllr. Harris detailing the need for a bridging loan to cover a temporary cashflow problem due to the grant being paid out in stages. Cllr. Harris explained the paper and advised that the CCA would pay any interest and legal fees.

It was **AGREED** that subject to advice from the legal team, the committee support a recommendation to Full Council that a loan be made to the community centre.

Cllr. Nolan left the meeting.

6. CORRESPONDENCE AND OTHER MATTERS

6.1 Local Government Standards Consultation:- It was **AGREED** that Cllr. Adams would prepare a response for consideration at the next meeting.

6.2 New telephone system:- An update was provided and it was **AGREED** that a recommendation will be made to Full Council on 09 April 2018 under part II.

7. DATE OF NEXT MEETING

The date of the next meeting was noted as Tuesday 28 March 2018 (special meeting).

There being no other business the Chairman closed the meeting at 9.35 pm.

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Chairman

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Date