

**MINUTES OF THE SPECIAL MEETING OF THE POLICY AND RESOURCES
COMMITTEE HELD ON WEDNESDAY 28 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. T. Bartlett, Cllr. J. Frostdick, Cllr. Y. Nolan and Cllr. D. Pritchard.

Julie Chance PSLCC – Town Clerk
Janet Warner PSLCC AICCM– Deputy Town Clerk.

1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

The following declarations of interest were given:

Cllr. Bartlett – Cromer Community Association & Walkers are Welcome
Cllr. Frostdick – Cromer Community Association
Cllr. Harris – Cromer Community Association
Cllr. Pritchard – Cromer Girl Guiding

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Davis (illness) and Cllr. Leeds (RNLI meeting).

3. PUBLIC PARTICIPATION

No members of the public attended the meeting.

4. FINANCE AND STATUTORY MATTERS

- 4.1 S137 Grants:-** Members considered the applications in respect of the S137 grant awards. It was **AGREED** to approve the grants as per the attached appendix.
It was **AGREED** to review the Grants Policy at the next meeting and consider setting a maximum of £2000 for each application.
It was **AGREED** to consider designing a plaque for display by the grant recipients at their premises where possible. This will be on the agenda for consideration at the next meeting.
- 4.2 New telephone system:-** It was noted that the broadband is up and running and that the telephone system should be ported from the old to the new supplier within the next two weeks.
- 4.3 GDPR:-** Members were in receipt of a written update and draft policy for consideration. The Deputy Clerk advised that Privacy Impact Assessments have been carried out and the information audit is on-going. Privacy Notices, consents etc will follow. It was noted that there is still a lack of clarity as to whether the Clerk can be the DPO. This matter should be clarified as the Data Protection Bill proceeds through the House of Lords.

4.4 Public Works Loan Board Loans:- The Clerk summarised the current position in respect of the loans from the PWLB. It was **AGREED** to recommend to Full Council to use the income from the Crematorium to repay the loan for the Cemetery Chapel and to earmark the balance for future chapel renovations. Congratulations were given to the Clerk on the business plans prepared for the benefit of the town.

4.5 Personnel Matters:- It was **AGREED** to recommend to Full Council that the Deputy Clerk be paid for the extra hours accrued whilst the Clerk is on extended sick leave and that any outstanding annual leave be carried forward. Thanks were given to the Deputy Clerk for her hard work in covering for the Clerk and also for attending a lengthy alarm call out at the weekend.

It was **AGREED** in principle that the three officers should attend the SLCC Regional Training Event. The Deputy Clerk was asked to obtain a copy of the agenda in order that this can be considered at the next meeting.

4.6 Government Ethical Standards Consultation:- Members were requested to read the paper circulated by Cllr. Adams in order that a response can be agreed at the next meeting

5. **DATE OF NEXT MEETING** 24 April 2018 at 7pm

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

It was **AGREED** that in view of the nature of the matters to be discussed that the public and press be excluded from the meeting.

7. **Press Article**

Concern was raised in respect of a recent press article. Following discussion, it was suggested that the person concerned seeks private advice and then reports back to committee if necessary.

There being no other business the Chairman closed the meeting at 9.00 pm.

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Chairman

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Date