

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD ON TUESDAY 17 JULY 2018 AT 7.00 PM
IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER

Present:-

Cllr. T. Adams, Cllr. T. Bartlett, Cllr. R. Leeds, Cllr. Y. Nolan

Janet Warner PSLCC AICCM– Deputy Town Clerk.

1. MINUTES OF THE MEETING HELD ON 05 JUNE 2018

The Minutes of the meeting held on 05 June 2018, having been approved by Full Council on 02 July 2018, were signed by the Chairman.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

There were no declarations of interest.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Dickenson (family commitment) and Cllr. Pritchard (work commitment). Apologies were noted from the Clerk due to illness.

4. PUBLIC PARTICIPATION

No members of the public attended the meeting.

5. FINANCE AND STATUTORY MATTERS

5.1 Investment of reserves:- It was noted that Cllr. Harris has almost completed drafting the policy which will be forwarded to the office within the next week.

5.2 Website:- It was noted that the Clerk is dealing in respect of arranging for presentations from web design companies.

5.3 Review of Policies:-

Safeguarding Policy:- Members were in receipt of the draft policy. It was **AGREED** to recommend to Full Council to adopt the policy subject to the correction of one typo.

Training Policy:- Members were in receipt of the draft policy. It was **AGREED** to recommend to Full Council to adopt the policy.

5.4 Mobiloo:- It was **AGREED** to ask Cllr. Davis for an update.

5.5 Business Continuity:- It was noted that Cllr. Pritchard is drafting a Business Continuity Plan. In the mean time it was **AGREED** which councillors will be

key holders and which councillors will be made aware of the code for the key safe. All other members will be asked to return their keys.

5.6 Finance sheets:- Members were in receipt of the finance sheets for April and May the contents of which were noted.

6. CORRESPONDENCE AND OTHER MATTERS

6.1 Guidance from ICO:- Guidance from the ICO in respect of the retention of data relating to legal advice was noted. It was noted that a review of communications with complainants will be considered at the next appropriate meeting.

7. DATE OF NEXT MEETING:- Tuesday 28 August 2018.

There being no other business the Chairman closed the meeting at 7.30 pm.

.....
Chairman

.....
Date