

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD ON TUESDAY 3RD SEPTEMBER, 2019 AT 7.00 PM
IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER

Present:-

Chairman – Cllr. M. Hayhurst, Cllr. T. Adams, Cllr. M. Bossingham,
Cllr. R. Leeds and Cllr. D. Pritchard.

Julie Chance PSLCC – Town Clerk.

1. MINUTES OF THE MEETING HELD ON 16TH JULY, 2019

The Minutes of the meeting held on 16th July 2019, having been **AGREED** by Full Council on 29th July 2019, were signed by the Chairman.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Declarations of interest were received from Cllr. M. Bossingham in connection with Cromer Skatepark and Cromer Twinning matters.

Declarations of interest were received from Cllr. M. Hayhurst in connection with any Cromer Museum matters.

3. APOLOGIES FOR ABSENCE

No apologies for absence were received.

4. PUBLIC PARTICIPATION

No members of the public were present at the meeting.

5. GRANT APPLICATION

5.1 The Clerk circulated the amended grant form. It was **AGREED** that subject to two further amendments this form would be adopted for future use.

6. FINANCE AND STATUTORY MATTERS

6.1 **Website:-** No update received. It was **AGREED** that Cllr. Bartlett and Cllr. Leeds would liaise with the Administration Assistant to try and progress this matter in a timely fashion.

6.2 **Finance Sheets – July 2019:-** Circulated. **AGREED.**

6.3 **Lone Worker Policy:-** It was **AGREED** to move this item to Part II of the agenda for discussion.

6.4 **Retention and Disposal Policy:-** It was **AGREED** that no amendments are needed.

6.5 **Runton Road Toilets:-** Cllr. Adams reported that he has liaised with North Norfolk District Council concerning the possibility of working with Cromer Town Council to install a space for change in the Runton Road toilets. They have agreed to meet to discuss this proposal. Cllr. Adams will try and progress this matter.

6.6 **Investment Committee:-** The Clerk reported that the Investment Committee are meeting on the 30th September and this matter will be placed on the next agenda for an update.

6.7 **Church Clock:-** The Clerk reported that the pendulum on the Church clock needs replacing at a cost of £878. It was **AGREED** to accept and the Clerk will action.

7. CORRESPONDENCE AND OTHER MATTERS

- 7.1 **CCTV Project:-** Cllr. Adams reported that he and Cllr. Leeds have had initial meetings with providers who are preparing costings for consideration. This matter will be placed on the next agenda for an update.
- 7.2 **Funding – Equipment Emergency Services:-** This matter will be placed on the next agenda for an update from Cllr. Adams.
- 7.3 **ANPR:-** This matter will be placed on the next agenda for an update from Cllr. Adams.
- 7.4 **Telephone System:-** It was **AGREED** that the telephone system would remain as it is with the five year contract due to costs and loss of service for a change of provider. The Clerk reported that all the initial issues have been resolved and the system is now working well.

8. DATE OF NEXT MEETING

The date of the next meeting was noted as Tuesday 15th October, 2019.

9. TO CONSIDER A RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC

AGREED.

10. PERSONNEL SUB-COMMITTEE

- 10.1 **Minutes 10th July, 2019:-** Circulated. **AGREED.**
Minutes 25th July, 2019:- Circulated. **AGREED.**
Minutes 26th August, 2019:- Circulated. **AGREED.**
- 10.2 **New Appraisal Form:-** Cllrs. Bossingham, Hayhurst and Pritchard will liaise and review the proposed new appraisal form in order to meet the needs of all members of staff. This matter will be placed on the next agenda for an update.

11. LONE WORKER POLICY

The Lone Worker Policy is not placed in the public domain, but the Members need to have all the information concerning the staff in order to be able to deal with any problem that may arise. This includes health issues. Following lengthy discussions it was **AGREED** that the Chairman will write a letter to the member of staff that has not divulged their health issues pointing out the implications of this decision for the Members.

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

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Chairman

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Date