

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE**  
**HELD ON TUESDAY 11<sup>TH</sup> APRIL, 2017 AT 7.00 PM**  
**IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER**

**Present:-**

Chairman – Cllr. J. Frosdick, Vice-Chairman – Cllr. P. Harris,  
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. C. Pritchard,  
Cllr. C. Robb, Cllr. D. Roberts and Cllr. D. Russell.

**In Attendance:-**

Cllr. M. Bossingham.

Julie Chance MILCM – Town Clerk.

One member of the public also attended the meeting.

**1. MINUTES OF THE MEETING HELD ON TUESDAY 28<sup>TH</sup> FEBRUARY, 2017**

The Minutes of the meeting held on Tuesday 28<sup>th</sup> February 2017, having been **AGREED** by Full Council on Monday 3<sup>rd</sup> April were signed by the Chairman.

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

Declarations of interest were received from Cllrs. Adams, Barlett, Frosdick, Harris and Russell in respect of the grant applications.

**3. APOLOGIES FOR ABSENCE**

None received.

**4. PUBLIC PARTICIPATION**

None received.

**5. FINANCE AND STATUTORY MATTERS**

**5.1 Finance – February:- AGREED.** The clerk explained that the bank statements for March have not been received in the office to date and therefore the finance for the month of March could not be completed.

**5.2 Recruitment of Staff Member:-** The Clerk reported that the interviews are taking place on 19<sup>th</sup> April.

**5.3 New Website:-** Cllr. Harris circulated information and cost for a new website which was **AGREED**. The new website will be managed in the office. The cost of the set-up of website template and provision of login credentials will be £300. Annual hosting £100 and transfer of information and training for up to 3 people £35 per hour. Cllr. Harris will progress this matter.

**5.4 Policies – Lone Worker Policy:-** This matter will be placed on the next agenda for an update.

**Communicating with the Press and Public:-** It was **AGREED** that no amendments be made.

**Training Policy:-** It was **AGREED** that no amendments be made.

**5.5 Living Wage:-** Cllr. Harris is progressing this matter and has completed forms for registration. This matter will be placed on the next agenda for an update.

**5.6 New Committee:-** The working group do not feel there are sufficient projects in order to merit a new committee. Most of the projects identified can be dealt with under the existing committee system. It was **AGREED** to set up a working group with Cllr. Adams and Cllr. Russell to look at provision for the elderly and this working group will liaise with current bodies who are dealing with the elderly population. It was **AGREED** to set up a working group led by Cllr. Harris to look at grant funding opportunities for larger projects. Cllrs. Adams, Harris, Robb and Russell will be the membership of this working group. Both working groups will report to Policy and Resources Committee and will be task and finish working groups.

**5.7 Skate Park:-** Cllr. Adams reported that the AGM has been very well attended and a new volunteer committee has been formed to run the skate park. It was reported that there is no longer a need for Cromer Town Council to take on the responsibility of the Skate Park. It was **AGREED** that no further action would be taken in this matter.

**5.8 S137 Grants:-** The following grants were **AGREED:-**

<b>Budget Heading</b>	<b>Amount in Budget</b>	<b>Grant Awarded</b>
<b>Advice Services</b>	<b>£2,000</b>	<b>£</b>
Norfolk Citizens Advice		1,000
Norfolk Community Law Service		600
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		£ 1,600
		=====
<b>Membership Fees Bittern Line</b>	<b>£ 500</b>	
Bittern Line Community Rail Partnership		£ 500
		=====
<b>Youth and Sport Provision</b>	<b>£10,000</b>	
Cromer Skate Park		2,000
Cromer VEO – Children’s Activities		500
		-----
		£ 2,500
		=====
<b>North Lodge</b>		
<b>Earmarked Reserves</b>	<b>£29,600</b>	
Friends of North Lodge Park – Restoration of Rose Garden		£ 540
		=====
<b>Small Grants</b>	<b>£ 1,000</b>	
Cromer in Bloom – Plants		£ 50
		=====
<b>Occasional Grants</b>	<b>£15,000</b>	

Friends of North Lodge Park – Events in the Park	1,000
Norfolk Co-Operative Development Society – Credit Union	2,163
Sheringham and Cromer Choral Society – Spring Conference	400
Cromer in Bloom – Annual Maintenance	2,400
Cromer in Bloom – Museum Forecourt Planters	350
North Norfolk Community Transport – Dial a Ride	1,500
Cromer Community Association – Sound and Lighting System	2,000
COAST Arts	1,500
Cromer Christmas Lights Volunteers – Refurbishment	2,000
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	£13,313
	=====

**It was AGREED to suspend Standing Orders to continue with the meeting.**

It was **AGREED** to underwrite the cost of a mobiloo in the sum of £1,300 but the volunteers would be asked to raised funding from other sources to try and meet 50% of this cost.

It was **AGREED** that Cllr. Harris will offer his services to work with the Cromer Christmas Lighting Volunteers to apply for other grants to try and secure the remainder of the cost of this project.

It was **AGREED** that the Clerk would ask for more information concerning two of the grant applications and these will be discussed again once that information is to hand.

It was **AGREED** that the grant cheques will be presented by the Mayor at the Community Open Day on Saturday 29<sup>th</sup> April.

**5.9 NALC Spring Conference:-** It was **AGREED** that the Clerk, Deputy Clerk and Cllr. Harris would attend the spring conference at a cost of £55 per head. The Spring Conference will be held on Wednesday 24<sup>th</sup> May 2017.

**SLCC – Summer Conference:-** It was **AGREED** that the Clerk and Deputy Clerk would attend the summer conference at a cost of £49.50 per head. The Summer Conference will be held on Friday 7<sup>th</sup> July, 2017.

**5.10 NALC Membership:-** It was **AGREED** that the NALC Membership be renewed at a cost of £925.59 per annum.

**5.11 Electronic Banking:-** Cllr. Pritchard reported that he and the Clerk had met with Santander and meetings are being arranged with other banks to progress this matter. This matter will be on the next agenda for an update.

**5.12 Freedom of Information Request:-** The Clerk reported that a Freedom of Information Request had been received and the reply had been circulated to all Members before submitting this to the member of public concerned. It was **AGREED** that the information contained in the reply would be produced on an annual basis following the budget preparation to be delivered to every household in Cromer.

**6. CORRESPONDENCE AND OTHER MATTERS**

**6.1 Parking outside North Lodge:-** The Clerk circulated a letter received in the office to all Members. It was **AGREED** that the Clerk would write to the member of public explaining that there are twelve parking spaces outside the

North Lodge building which are written in to the various leases of the tenants. Some of the members of staff come from far afield and it is not feasible for them to walk to work or use other methods of transport. One member of Cromer Town Council's staff does walk to work and other members of staff in the building do use bicycles.

**7. DATE OF NEXT MEETING**

The date of the next meeting was noted as 16<sup>th</sup> May, 2017.

**There being no other business the Chairman closed the meeting at 9.20 pm.**

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**Chairman**

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**Date**