

**MINUTES OF MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD REMOTELY VIA ZOOM ON 25 AUGUST 2020**

PRESENT

Committee Chairman Cllr. M. Hayhurst,
Cllr. T. Adams, Cllr. M. Bossingham, Cllr. P. Harris,
Cllr. R. Leeds, Cllr. D. Pritchard, Cllr. D. Russell

Cllr. P. Bennett was in attendance

Mrs. J. Chance FSLCC (Town Clerk)
Mrs. J. Warner PSLCC AICCM (Deputy Town Clerk)

1. **MINUTES OF THE MEETING HELD ON 25 FEBRUARY 2020**

The minutes of the meeting held on 25 February 2020 were signed by the Chairman.

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

Cllr. Harris – Executive Committee member of Norfolk ALC re item 5.2

3. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

5. **FINANCIAL & STATUTORY MATTERS**

5.1 **Monthly Finance**

Members were in receipt of the finance sheets for April, May and June which were **APPROVED**.

5.2 **Website**

It was **AGREED** to invite Helen Carrier to the next committee meeting to make a remote presentation in respect of Watton Town Council's new website.

5.3 **Lone Worker Policy**

Cllr. Pritchard will circulate the draft policy to members for consideration at the next committee meeting.

5.4 **Co-option Policy**

It was **AGREED** to delay the interviews for the current vacancy until it is possible to hold face to face interviews. Cllr. Hayhurst and the Clerk will liaise to update the Co-option Policy for consideration at the next committee meeting.

5.5 Retention & Disposal Policy

Members reviewed the policy. It was **AGREED** to add to the policy that all computer drives must be fully wiped before disposal.

5.6 CCTV Business Plan

It was noted that Cllrs. Adams and Leeds are due to meet with the CCTV company again next week and will be visiting a property where a repeater box will need to be installed. The 10 sites have been selected in consultation with the police. A separate quotation will be obtained to add additional repeater boxes to cover other council owned sites. There may be some grant funding available to help with costs. The Town Clerk and Deputy Clerk will be fully trained to operate and supervise the system which can hopefully be implemented without the need to employ a paid supervisor.

It was **AGREED** in principle to earmark £30,000 from the capital fund for this project.

6. **CORRESPONDENCE & OTHER MATTERS**

6.1 Cromer Cares

It was **AGREED** that whilst Cromer Cares is a separate body to the Town Council, it would provide reports to this committee. Members received a full update of the works of Cromer Cares to date from Cllrs. Adams & Hayhurst and the Clerk. The Clerk advised that she estimates it will cost £25K per annum to run Cromer Cares and hopes that the Town Council support Cromer Cares in the next budget. Cromer Cares is run on a volunteer basis so there will be no staff costs. It was noted that other parishes will be contacted to ask for a contribution towards costs. Cllr. Adams is writing the policy framework for Cromer Cares and would like several people to proof read it before it is submitted to the Charity Commission. Cllr. Harris suggested that Norfolk ALC's Well-being Project uses Cromer Cares as a case study. The Clerk suggested that it could be used as a pilot for other parishes to help with the social care of their parishioners.

7. **DATE OF THE NEXT MEETING** – 7.00pm, 17 September 2020

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

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Signed

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Dated