

**MINUTES OF MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD REMOTELY VIA ZOOM ON 17 SEPTEMBER 2020**

PRESENT

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

Cllr. P. Bennett was in attendance

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

Justin Revell to item 5.1 inclusive

It was agreed to reorder the agenda to move the website item to item 5.1.

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

The minutes of the meeting held on 25 August 2020 were **APPROVED** and will be signed by the Committee Chairman when next appropriate.

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

Cllr. Harris – Executive Committee member of Norfolk ALC re item 5.1

3. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr. Russell who was having problems accessing the meeting remotely.

4. **PUBLIC PARTICIPATION**

There were no members of the public present.

5. **FINANCIAL & STATUTORY MATTERS**

5.1 Website

Justin Revell was welcomed to the meeting and he explained the work his company has done for Norfolk ALC. It was **AGREED** to send him the tender brief to consider and then invite him and the other interested tenderer for interview.

Mr. Revell left the meeting.

5.2 Monthly Finance

Due to a delay in receiving the bank statements it was **AGREED** to carry this item forward to the next meeting.

5.3 Lone Worker Policy

Due to the personal content within this policy it was **AGREED** to consider this item under exclusion at the end of the meeting.

5.4 Co-option Policy

The Co-option Policy was reviewed and some amendments were **AGREED** in respect of the lobbying of Councillors and Officers.

5.5 Retention & Disposal Policy

The previous amendment to the policy was considered and it was **AGREED** to make a further revision to add that old computer hard drives should be destroyed.

5.6 Safeguarding Policy

The Safeguarding Policy was reviewed and it was **AGREED** to make no amendments.

5.7 Memorial Tree and Bench Policy

The Memorial Tree & Bench Policy was reviewed and it was **AGREED** to make no amendments.

5.8 CCTV Business Plan

Cllrs. Adams & Leeds provided an update following their recent meeting with the preferred contractor. It was noted that the location of the monitors is yet to be agreed and a formal agreement will need to be drawn up with a property owner where some equipment will need to be installed. Planning advice is to be sought and some of the street lighting columns may need some additional works to the power supply. The current quotation is within the £30K budget which was agreed in principle at the last meeting.

5.9 Other Financial Matters

COAST Arts - Members were sad to learn that COAST Arts is folding and **AGREED** that the remainder of the grant funding donated by the Town Council be passed to Cromer Artspace. Cllr. Harris declared an interest in this item.

6. **CROMER CARES**

Cllr. Adams and the Clerk provided an update on the work of Cromer Cares. It was noted that all areas of demand had decreased considerably over recent weeks as people have stopped shielding and regained their confidence. However, it was noted that some people may have developed agoraphobia due to COVID-19. There is still a need for some prescription and food deliveries to those who continue to shield or isolate and to those who are too fearful to go into Cromer while it is busy.

The biggest challenge is the 'red list' of 20 people who need continuing support but there has been very good progress with some of the people on this list. Concern was raised that Lloyds Pharmacy are to start charging for prescription deliveries and it was **AGREED** that Cromer Cares should not take on more

deliveries to support their business. It was **AGREED** that Cromer Cares should only deliver to those who are isolating or shielding

7. **CORRESPONDENCE**

There was no correspondence to report.

8. **DATE OF THE NEXT MEETING** – 7.00pm, 29 October 2020 (Budget)

9. **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.

10. **LONE WORKER POLICY**

Cllr. Pritchard presented some revisions to the policy and It was **AGREED** that due to personal content, access to the policy should be restricted to the Mayor, the Chairman of the Personnel Committee and the Clerk. The policy will be kept securely and will not be published.

There being no further business, the Chairman closed the meeting at 8.50pm.

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Signed

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Dated