

**MINUTES OF MEETING OF THE POLICY & RESOURCES COMMITTEE  
HELD REMOTELY VIA ZOOM ON 29 OCTOBER 2020**

**PRESENT**

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

Cllrs. Bartlett, Bennett & D. Russell were in attendance

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

1. **MINUTES OF THE MEETING HELD ON 17 SEPTEMBER 2020**

The minutes of the meeting held on 17 September 2020 were **APPROVED** and will be signed by the Committee Chairman when next appropriate.

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

Cllrs. Bossingham & Harris – Cromer Community Association.  
Cllrs. Adams, Bossingham, Hayhurst & Leeds – Cromer Cares

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 Website

The Clerk advised that she had emailed one applicant but had received no response, she had also contacted a further web designer who did not wish to quote. Thus, it was **AGREED** to offer the contract to Broadland Digital. It was noted that the Officers will be expected to put together the content to populate the webpages.

5.2 Monthly Finance

The monthly finance sheets for July and August were **APPROVED**.

5.3 Environmental Policy

The Environmental Working Group will review this and bring it back to committee for consideration.

5.4 Co-option Policy

Members were in receipt of the Co-option Policy which had been amended as agreed at the last meeting.

5.5 Training Policy

It was **AGREED** to amend the policy to include the words 'and are allocated a mentor' in respect of the training of new councillors.

5.6 CCTV Business Plan

It was noted that a response is still awaited from one of the stakeholders. This will be chased up for a reply asap.

5.7 Other Financial Matters (for information only)

Homeworking – It was **AGREED** to look into the payment of homeworking expenses (eg heating bills) and bring this to the next meeting for consideration.

6. **COMMITTEE BUDGET**

Members were in receipt of the draft committee budget. It was **AGREED** to increase the suggested Website/It budget and the Councillor Training Budget and to recommend the amended committee budget to Full Council.

7. **CROMER CARES**

Cllr. Adams and the Clerk provided an update on the work of Cromer Cares. It was noted that Cromer Cares and Merchants' Place hope to work together to apply for grant funding. It was noted that due to the current volume of work it has not yet been possible to dedicate the time needed to do the necessary background work to be able to apply for charitable status. It is hoped to do this early in the new year.

8. **CORRESPONDENCE**

Zoom meetings – Cllr. Harris reported on a discussion at NALC re the recording of Zoom meetings. It was noted that members of the public can record meetings and there is a mandatory item in respect of the recording of meetings in the Standing Orders.

9. **DATE OF THE NEXT MEETING** – 7.00pm, 08 December 2020

10. **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.

11 **PERSONNEL SUB-COMMITTEE**

Policies – It was noted that the Personnel Sub-Committee have drafted three policies which will be circulated for consideration at the December meeting of the Town Council. Cllr. Bossingham asked that members forward any feedback to him by email.

Complaint – It was noted that the Town Clerk and Mayor had considered a complaint against a councillor and had felt that there was no case to answer. The complainant has appealed this decision and thus the Personnel Sub-Committee have considered the complaint and have drafted a response for consideration by Full Council.

Personnel – Cllr. Bossingham praised all the staff for a very good job under difficult circumstances and for also playing a key role within Cromer Cares. However, some issues have arisen and Cllr. Bossingham has been appointed to chat to each of the staff members about the challenges of working from home and to see whether there is anything which the Personnel Sub-Committee can do to help. Each staff member will be invited to attend a one-to-one meeting.

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

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Signed

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Dated