

**MINUTES OF MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD REMOTELY VIA ZOOM ON 12 JANUARY 2021**

PRESENT

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

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

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

1. **MINUTES OF THE MEETING HELD ON 08 DECEMBER 2020**

The minutes of the meeting held on 08 December 2020 were **APPROVED** and will be signed by the Committee Chairman when next appropriate.

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

Cllr. Harris – Cromer Parish Hall
Cllrs. Adams, Bossingham & Hayhurst – Cromer Cares

3. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

4. **PUBLIC PARTICIPATION**

There were no members of the public present and no non-committee members in attendance wished to speak.

5. **FINANCIAL & STATUTORY MATTERS**

5.1 Website

It was noted that the Clerk had circulated the trial site for comment. It was **AGREED** to continue to develop the site.

5.2 Monthly Finance

The monthly finance sheets for November were **APPROVED**.

5.3 Review of Environmental Policy

Cllr. Harris advised that the Environmental Action Plan has been broken down into sections for each committee to consider. It was **AGREED** to set up a task & finish group to look into the recommendations for Policy & Resources Committee and to look into any legislation which may be relevant. Cllrs. Harris, Hayhurst & Leeds will serve on the task and finish group.

- 5.4 Review of Equal Opportunities Policy
It was **AGREED** to make no amendments to the policy.
- 5.5 Review of Data Protection Policy
It was suggested that consideration needs to be given to any changes which may be necessary due to Brexit (eg. emails received from outside the UK) and also due to the use of zoom for meetings.
- 5.6 Policy Review Dates
Members were in receipt of a schedule of policy review dates. It was suggested that the Flag Flying Policy and list of flag flying dates should be reviewed at the last Promotions Committee of the calendar year. Cllr. Pritchard and the Deputy Clerk will produce an updated schedule of flag flying dates for the January Promotions meeting.
- 5.7 CCTV Business Plan
It was noted that there has still been no response from one of the stakeholders in respect of them hosting some of the equipment. A further quotation for the supply of CCTV has been received from another provider and will be forwarded to the Clerk
- 5.8 Update from training sessions
The Officers had forwarded a report from their attendance at the December SLCC branch training event.
- 5.9 Office equipment
It was noted that the laptops have been purchased and will be set up by the IT contractor.
- 5.10 Parish Hall
It was noted that the Clerk has contacted Rev. Warren who has advised that this has been discussed many times in the last 50 years and that all discussions are on hold at present.
- 5.11 Confidential Waste Collection
It was noted that despite many calls and emails, the Clerk is yet to receive a full response from the current contractor. It was **AGREED** to send a solicitor's letter requesting that the contract is cancelled.
- 5.12 NYD Fireworks Finance & Grant Funding
Following lengthy discussion the following actions were **AGREED**
- Suspend allocating any S137 occasional grants until CTC have reviewed how best to allocate funds to community groups affected by Covid-19
 - The Clerk and Cllrs. Spagnola & Leeds will arrange a meeting with Virginia Gay to discuss grant funding on a district wide level. This will then be brought back to the next committee meeting.
 - Remove the grant funding application information from the CTC website and add an explanatory note inviting community groups which serve the residents of Cromer to let the Town Council Office know how they are being affected by Covid-19.

5.8 Other Financial Matters (for information only)

There were no other matters to report.

6. **CROMER CARES**

Cllr. Adams provided an update in respect of the people being helped by Cromer Cares. It was noted that local taxi companies are offering a subsidized rate for residents needing transportation to the vaccination centre at North Walsham. Concern was raised that there is no vaccination centre in Cromer and noted that one retired medically trained person has offered to come back on a voluntary basis to help set up a hub in Cromer.

Due to the increased demand on services the Charity is yet to be set up.

It was noted that numerous letters of thanks have been received over the Christmas period and also some donations from grateful residents. There has been fantastic support from other agencies including Merchants' Place, the Foodbank, DWP and many more.

7. **CORRESPONDENCE**

There was no correspondence to report.

8. **DATE OF THE NEXT MEETING** – 7.00pm, 23 February 2021

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. It was **AGREED** that Cllrs. Bennett, D. Russell & West could remain in attendance.

10. **SOCIAL MEDIA POLICY**

Following discussion, it was **AGREED** to add the following wording to the Social Media Policy:

“The Council strongly recommends that all Councillors take care not to use social media accounts in a way that might damage the reputation of the Council and which could lead to complaints to be raised against them and the Council”.

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

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Signed

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Dated