

**MINUTES OF MEETING OF THE POLICY & RESOURCES COMMITTEE  
HELD REMOTELY VIA ZOOM ON 23 FEBRUARY 2021**

**PRESENT**

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

Cllrs. Bennett (from item 5.5) & 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 12 JANUARY 2021**

The minutes of the meeting held on 12 January 2021 were **APPROVED** by Full Council on 01 February 2021 and will be signed by the Committee Chairman when next appropriate.

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

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 a further updated trial site for comment. It was suggested that a diary of events, updated photos, and hot spots to direct people to other authorities be included.

5.2 **Monthly Finance**

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

5.3 **Environmental Policy Action Plan**

It was **AGREED** that Cllrs. Harris Hayhurst and Leeds will meet to look at the committee's action plan.

5.4 Communications Policy

It was **AGREED** that Cllr. Harris will provide some updated wording in respect of zoom meetings for consideration at a future meeting.

It was **AGREED** that Cllr. Bossingham will make a presentation re emails and etiquette to the committee and then to Full Council. This is part of a course he has been asked to develop for Norfolk ALC.

5.5 The Management of Transferable Data Policy

The policy was reviewed with no changes necessary.

5.6 Data Protection Policy following Brexit

It was noted that Norfolk ALC advise that there are no changes necessary.

5.7 CCTV Business Plan

It was noted that a contractor is to be invited to look at the revised plan and a response is awaited from NNDC Planning. It was also noted that a policy framework needs to be put in place.

5.8 Office equipment

It was noted that the laptops have been purchased and the Clerk will be meeting with the IT contractor to progress this.

5.9 Grant Funding Update

It was noted that Cllrs. Adams & Leeds and the Clerk had met with Virginia Gay to discuss how CTC and NNDC can work together to identify charities which are struggling as a result of the pandemic. Ms. Gay is yet to come back with a response. It is not just the financial impact but also the loss of volunteers.

It was **AGREED** to contact Merchants' Place regarding the local charity groups and volunteers.

It was **AGREED** to open up the grant funding window and stress to applicants that preference may be given to those affected by the pandemic.

It was **AGREED** to encourage charities and volunteers to come forward with feedback in respect of the impact of the pandemic on their organisation.

5.10 Community Governance Review

Members were in receipt of the consultation documents in respect of the proposed boundary changes with East Runton and Northrepps.

It was **AGREED** that Cromer Town Council would take no part in the consultation.

It was suggested that if the parish boundary does change, consideration might be given to prioritise some expenditure to benefit the residents affected.

5.11 Other Financial Matters (for information only)

There were no other matters to report.

6. **CROMER CARES**

Cllr. Adams provided an update including the following statistics:

- 39 households needing support at present mostly due to long-term health issues.
- Boots & Lloyds – 152 prescription collections since the last meeting.
- Cromer Pharmacy – 294 prescription collections since the last meeting.
- Transport – 21 to GP surgery, dentist, hospital, 132 to covid vaccinations.

It was noted that volunteers from the community and from Crayford & Abbs have had their cars fogged by Icenishield and that Cromer Cares has provided PPE for the drivers. The volunteers have also received their Covid vaccinations.

The Clerk advised that a representative from Norfolk Community Foundation would like to attend a Town Council meeting to talk about the possibility of setting up a community supermarket in the Cromer area working with CTC, NND, NCC and Cromer Cares. This is following a successful project in Thetford. It was **AGREED** to invite the representative to a future meeting to provide full details.

7. **CORRESPONDENCE**

Vision for Rural Norfolk – Cllr. Harris will draft a response to present to Full Council.

8 **DATE OF THE NEXT MEETING** – 7.00pm, 06 April 2021

There being no further business, the Chairman closed the meeting at 8.40pm.

.....  
Signed

.....  
Dated