

**MINUTES OF MEETING OF THE POLICY & RESOURCES COMMITTEE  
HELD ON 18 MAY 2021 IN CROMER COMMUNITY CENTRE**

**PRESENT**

Cllr. M. Bossingham, Cllr. P. Harris,  
Cllr. R. Leeds, Cllr. D. Pritchard, Cllr. P. West

Cllr. D. Roberts (in attendance)  
Mrs. J. Chance FSLCC (Town Clerk)  
Mrs. J. Warner PSLCC AICCM (Deputy Town Clerk)

In the absence of the Committee Chairman, it was **AGREED** that Cllr. Leeds would chair the meeting.

It was **AGREED** to add 3 urgent items of business to the agenda.

1. **ELECTION OF COMMITTEE VICE CHAIRMAN**

Cllr. Leeds was elected Vice Chairman of the committee.

2. **PERSONNEL SUB-COMMITTEE**

It was **AGREED** that Cllrs. Harris and West will serve on the Personnel sub-committee and Cllr. Adams will be asked if he would also like to serve on the sub -committee.

3. **MEETING VENUES**

Concern was raised that the Community Centre is not large enough to safely host Full Council or larger committee meetings. The Clerk was asked to find a more suitable venue and also look into an audio system so that all present can hear what is being said.

4. **MINUTES OF THE MEETINGS HELD ON 06 APRIL 2021, 16 APRIL 2021,  
21 APRIL 2021 & 28 APRIL 2021**

The minutes of the meetings which were **APPROVED** by Full Council on 20 May 2021 will be signed at the earliest opportunity.

It was noted that all of the minutes will be signed by the Committee Chairmen once the Clerk is back working at North Lodge.

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

Cllr. Pritchard – Kickstart  
Cllr. Harris – Cromer Community Centre

6. **APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Cllr. Adams (holiday).

7. **PUBLIC PARTICIPATION**

Cllr. Roberts did not wish to address the meeting.

8. **FINANCIAL & STATUTORY MATTERS**

8.1 Website

It was noted that the Clerk has had no response to her emails to the web designer so will try phoning him.

8.2 Environmental Policy

A report is to be presented to the Community & Economic Development Committee.

8.3 Review of Complaints Procedure.

It was agreed to defer this for 6 months.

8.4 Review of Social Media Policy

It was **AGREED** to make no changes to the policy.

8.5 Review of Retention & Disposal Policy

It was **AGREED** to make no changes to the policy but it was noted that 'Sharepoint' is on the way and will have to be used by the Council.

8.6 CCTV

It was noted that IT arrangements have been discussed and that the project will have to pass through the planning process.

8.7 Maintenance of Church Clock

It was **AGREED** to continue the contract with Smiths of Derby for a further 3 years.

8.8 Other Financial Matters (for information only)

It was noted that the Standing Orders will be reviewed at the next meeting.

It was noted that the Clerk has been preparing the end of year accounts for presentation at the Full Council meeting on 07 June. The Clerk asked that all questions are emailed to her as soon as possible so that they can be answered before the meeting.

9. **OTHER MATTERS**

9.1 Kickstart

A report will be presented to a future meeting.

9.2 Training event

Members were in receipt of a report from the Deputy Clerk in respect of her attendance of the Norfolk SLCC AGM & training event.

9.3 Mill Road Defibrillator

This item was carried forward to the next meeting.

9.4 Cyber Security

This will be included in the presentation to Full Council from Cllr. Bossingham on 02 June 2021.

9.5 Grant Funding

The Clerk presented an application for grant funding which was declined as it has been decided to dedicate the grant funding to those organisations and charities which are struggling due to the impact of Covid.

10. **CORRESPONDENCE**

There was no correspondence to report.

11. **DATE OF THE NEXT MEETING** – 7.00pm, 29 June 2021

There being no further business, the Chairman closed the meeting at 8.00pm.

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Signed

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Dated