

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD ON TUESDAY 28TH JUNE, 2016 AT 7.00 PM
IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER

Present:-

Cllr. T. Bartlett, Cllr. J. Frosdick, Cllr. P. Harris, Cllr. D. Pritchard,
Cllr. C. Robb and Cllr. D. Russell.

Julie Chance MILCM – Town Clerk.

1. ELECTION OF CHAIRMAN

It was **AGREED** that Cllr. J. Frosdick be elected Chairman of the Policy and Resources Committee.

Cllr. Frosdick thanked Cllr. Bartlett for his hard work in Chairing the Policy and Resources Committee for the past year.

2. ELECTION OF VICE-CHAIRMAN

It was **AGREED** that Cllr. P. Harris be elected Vice-Chairman of the Policy and Resources Committee.

3. APPOINTMENT OF PERSONNEL SUB-COMMITTEE

It was **AGREED** that The Mayor, Deputy Mayor, Cllr. T. Bartlett and Cllr. C. Robb be elected to the Personnel Sub-Committee.

4. MINUTES OF THE MEETING HELD ON 17TH MAY 2016

The Minutes of the meeting held on 17th May 2016, having been **AGREED** by Full Council on 23rd May 2016 were signed by the Chairman.

5. DECLARATIONS OF INTEREST

Declarations of interest were received from Cllr. T. Bartlett and Cllr. P. Harris in respect of any Cromer Community Centre matters.

Declarations of interest were received from Cllr. T. Adams in respect of the grant applications for the Skate Park.

6. APOLOGIES FOR ABSENCE

None received.

7. PUBLIC PARTICIPATION

No members of the public were present at the meeting.

8. FINANCE AND STATUTORY MATTERS

- 8.1 Gov.uk Email Address – Policy:-** The Clerk reported that the Clerk and Deputy Clerk now have gov.uk email addresses. Cllr. Pritchard circulated the draft policy and reported that it does not cover Members of the public. It was **AGREED** to accept the policy with the proviso that access to the Cromer Town Council wifi by the public be suspended until the proper security is in place. The Clerk will liaise with the IT support on this matter.
- 8.2 Community Centre Association:-** Cllr. Harris reported that the committee have launched the development of the Cromer Community Centre. The grant of £3,500 will be spent on the new central heating system which will be installed shortly. They have applied for a Big Society grant for the new sound and lighting system. It was **AGREED** that the Clerk would be a reference for the Cromer Community Centre. Cllr. Harris will provide the Clerk with all the paperwork. They will be applying for a National Lottery grant in order to improve the toilets, green room and porch. It is intended to install a bar and apply for a licence. The hall will be redecorated. Cllr. Harris gave a comprehensive report on the future use of the Cromer Community Centre.
- 8.3 Lone Worker Policy:-** Cllr. Pritchard reported that he has prepared the Lone Worker Policy for circulation but this will need to be put on hold until the staff security is discussed under Item 8.7. Changes may be needed depending on the decisions made under this item.
- 8.4 Co-option Policy:-** Cllr. Robb circulated the draft Co-option Policy which was **AGREED** subject to several amendments. It was **AGREED** that the Clerk will retype the Co-option Policy and circulate to all Members to be ratified at Full Council on 18th July.
- 8.5 Planning Policy:-** It was **AGREED** to delegate this matter to the Planning, Transportation and Environment Committee for discussion.
- 8.6 Additional Standing Order:-** The Clerk reported that the proposal to limit Members to 4 minutes when speaking was referred back to the Policy and Resources Committee for further discussion. It was **AGREED** the Members would be limited to 5 minutes on any one subject at the Chairman's discretion.

The Clerk asked whether Standing Order 3Y could be reworded. At present it reads "Each year between the 1st April and 15th April the Clerk shall prepare a press release which will detail the attendance of Members at meetings which they have agreed to be members of for the preceding 12 months or part thereof, if appropriate". The Clerk stressed that April is one of the busiest times with the end of the financial year, the Community Open Day and the

Annual Town Meeting to deal with. The Clerk and Deputy Clerk requested that the wording be changed to “as soon as practicable in the new council year”. It was **AGREED** that no changes would be made to the wording of Standing Order 3Y. Cllr. Harris will prepare a spreadsheet in order that the recording of attendance at meetings can be made during the year in preparation of the press release between 1st April and 15th April each year.

8.7 Security of Staff and Members:- Cllr. Harris said that in light of the recent reports in the press concerning the murder of a Member of Parliament, the security of staff should be reviewed. It was **AGREED** that the Clerk would investigate the cost of an intercom system for the main front door. Discussions will need to take place with the other tenants in the building before this matter is progressed. This matter will be placed on the next agenda for further discussion.

Security of the Members also needs to be addressed. Cllr. Pritchard reported that he was approached on Armed Forces Day by a member of the public who was very unpleasant. This matter will be placed on the next Works and General Purposes Committee for a report.

8.8 Grant Applications:- It was **AGREED** to award the following grants:-

	£
Sheringham and Cromer Choral Society	260
Cromer Skate Park	500

Members felt that grant applications should only be considered once a year and this should be made clear on the Website. It was **AGREED** that the Clerk would circulate the grant form and rules and regulations to all Members for discussion at the next meeting and to set a timetable.

8.9 April Finance:- Circulated. **AGREED.**

8.10 VAT – Street Lighting:- The Clerk reported that she is very concerned about the VAT situation with the street lighting project. She has tried to get clarification from the VAT office with no satisfaction. It was **AGREED** that the Clerk would appoint a VAT expert to look into the situation and give a definitive answer and a report to keep on file. It was **AGREED** that the Clerk would investigate whether any information received would be protected as commercially sensitive.

8.11 First Aid and Fire Marshall Training:- This matter will be placed on the next agenda for an update.

8.12 Deputy Mayor Medal:- The Clerk reported that the cost of a new ribbon for the Deputy Mayor Medal will cost £22.37. It was **AGREED** that the Clerk would investigate the cost of a chain instead of a ribbon in order to remove the necessity to replace the ribbon on a regular basis in the future.

9. CORRESPONDENCE AND OTHER MATTERS

9.1 NN Incubation Centre Feasibility Study:- Circulated. It was **AGREED** that the Clerk would ask a representative from North Norfolk District Council to attend a Policy and Resources Committee meeting to inform the Members about this project.

10. DATE OF NEXT MEETING

The date of the next meeting was noted as 2nd August, 2016.

There being no further business the Chairman closed the meeting at 8.55 pm.

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Chairman

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Date