MINUTES of the proceedings at an Extraordinary Meeting of the

POLICY & RESOURCES COMMITTEE

WHO MET VIRTUALLY VIA ZOOM

On TUESDAY 30TH JULY 2020 at 3:00pm

PRESENT:
Councillor G Foortse (Chairman, Presiding)
Cllrs: M Coates, M Dutton, G Acheson, T Duffy, A Glynn, M Coates, J Rockett, M Campbell and J Holdom

Town Clerk: L Jennings

Deputy Clerk: A Kerrison

Public: None

		Action (initials)
	MINUTES	
14	**TO MOVE THAT THE PUBLIC & PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.** On the proposition of Cllr Dutton seconded by Cllr Coates RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted.	
15	**APOLOGIES** Apologies were received and accepted from Cllr Griffiths	
16	**DECLARATIONS OF INTEREST** There were none.	
17	**TO DISCUSS REMOTE ACCESS TO THE TOWN COUNCIL'S I.T. SYSTEMS** **I.** Which posts/users will have access to be approved i.e. Clerk. Deputy Clerk. Finance Team, Internal Controller (read only) and Chair of Finance (read only) the accounts files and RBS. Following a long and heated discussion comments included that the Council should have an Access Control Policy. Cllr Campbell will help the Office with this. On the proposition of Cllr Dutton, seconded by Cllr Coates that remote access is granted to the Clerk. Deputy Clerk. Finance Team, Internal Controller (read only) and Chair of Finance (read only) the accounts files and RBS. This proposal will remain under review to be discussed in 12 months' time. The Clerk wished it to be recorded that having taken professional advice that she is unhappy with the proposal to allow some of the remote access to Councillors. Cllrs Campbell, Dutton and the Clerk will formulate an Access Control Policy. **II.** Restrict the remote access to Fakenham Town Council laptops only – On the proposition of Cllr Acheson, seconded by Cllr Coates that this is accepted. The Clerk will purchase a wireless screen and keyboard. **III.** General Data Protection Regulations (GDPR) – Restrictions of what individuals can do and what equipment can be used. An attached GDPR audit report had been forwarded to Councillors. The Clerk and Deputy Clerk have already begun reviewing the existing documentation regarding GDPR. This will be discussed at the next P & R meeting in September. Reference was made to removing folders from open shelving and replacing these with lockable cabinets. **IV.** Confidentiality clause for all Contractors, Staff and Councillors who use the Town Council I.T. equipment. Some Councillors have been given a document to sign with their loaned Council laptops. To date	**MC/MD/ Clerk** **Clerk**

	no signed document has been received by the office. Councillors were reminded to complete this. This to be brought to the next P & R meeting.	**Clerk**
18	**TO MOVE INTO OPEN SESSION** On the proposition of Cllr Coates seconded by Cllr Dutton RESOLVED the Council moves into Open Session.	
	DATE AND TIME OF NEXT MEETING 8 September 2020 at 4.00pm.	
	CONFIRMED this day of 2020 **CHAIRMAN**	