

**Notice of Property Policy & Resources Committee meeting to be held on
12th September 2022 at 7pm
in The Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon.
Committee Members are summoned to attend for the purpose of transacting the
following business.**

The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

If you have symptoms of an infectious respiratory illness, including Covid-19, please do not attend

AGENDA

WELCOME

- 1. Apologies and acceptance for absence**
To receive apologies previously submitted to the Clerk from members of the committee
- 2. Declarations of Interest and Dispensations**
(a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda**. (In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – ***Please contact the office should any item need clarification***)
(b) Clerk to report any written requests for dispensation in respect of items on this agenda.
- 3. To Approve of the Minutes**
To approve the minutes of the meeting held on 4th August 2022
- 4. Public Participation** (as permitted by Standing Order 3d & 5kxiii)
Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
- 5. Policy Review**
 - a) To Receive Report on Policy Review Schedule**
 - b) To Review Policies as detailed in appendix A**
- 6. Health and Safety**
 - a) To Consider Adoption of the Health and Safety Policy Manual**
 - b) To Consider Adoption of Health and Safety Handbook**
- 7. To Review Ground Rent for Horticultural Building**
- 8. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item 9 in view of the confidential nature of the business to be transacted**
- 9. To Receive Update on Land Matter Valuation**
- 10. Items for the next agenda and for other committees**
- 11. To confirm the date, time and venue of the next meeting**

Appendix A

Policies to be reviewed:

Complaints Policy
Customer Service Policy
Grant Making
Information Security
Media Relations
London Bridge Protocol
Publication Scheme
Recruitment and Selection
Retention of Documents
Management of Outdoor Surfaces
Social Media
Subject Access Request
Training and Development
Unreasonably Persistent Behaviour