

SUDBURY TOWN COUNCIL
MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD IN
SUDBURY TOWN HALL ON THURSDAY 30TH JANUARY 2025 AT 6.30PM

Committee members present: Mrs M Barrett – Chair
Mr K Graham
Mr S Hall
Mrs J Osborne
Mr T Regester
Mr A Welsh
Miss A Owen – ex-officio as the Mayor

Officers in attendance: Mr C Griffin – Town Clerk
Mrs D Deeks – Administration Manager

1. SUBSTITUTES AND APOLOGIES

Apologies for absence were received from Councillor Mr A Stohr.

2. DECLARATIONS OF INTERESTS

Councillors Miss A Owen and Mr T Regester declared that they were Babergh District Councillors.

3. DECLARATION OF GIFTS AND HOSPITALITY

No declarations of gifts or hospitality were made.

4. REQUESTS FOR DISPENSATION

No requests for dispensation had been received.

5. MINUTES

RESOLVED

That the minutes of the Policy and Resources Committee meeting held on the 18th July 2024 be confirmed and signed as an accurate record.

6. ACTIONS FROM THE PREVIOUS MEETING

The Town Clerk advised that the main outstanding actions from previous meetings continued to be the terms of reference (TOR) for the committees. These needed careful drafting to ensure that all members were content with the decisions that the committees could take on behalf of the full council using their delegated authority.

RESOLVED

That the Town Clerk's report be noted.

7. TO REVIEW AN EMAIL FROM A MEMBER OF THE PUBLIC WHO HAD ASKED A QUESTION AT A FULL COUNCIL MEETING

The Administration Manager took the committee through the email that had been received from a member of the public on 14th January asking questions about the council’s governance procedures. The email contained a number of statements and assertions but in many cases did not identify specific issues with the existing texts or offer alternative wording.

Where specific changes had been suggested, the Administration Manager had considered these and recommended changes to the council’s data protection policy which would be considered under item 8.

The Administration Manager informed the committee that a second email had been received from this member of the public on 27th January containing a freedom of information (FOI) request which would be answered in the normal timeframe.

RESOLVED

That the committee was content with the overall governance arrangements of the council.

That the council’s website, which used the Wix system, was difficult to operate compared to more modern systems. When time and resources were available, the website should be replaced with a modern system that would ensure that both computer and mobile device viewers always saw the same version of documents.

8. TO REVIEW THE DRAFT CHANGES TO THE DATA PROTECTION POLICY

The Administration Manager took the committee through the changes that she proposed to the council’s Data Protection Policy.

RESOLVED

To adopt the revised Data Protection Policy, which includes the Data Retention Policy, with the recommended changes as shown at **pages 64 to 75.**

Member agreed that the next meeting would be scheduled for Thursday 24th April 2025.

The meeting concluded at 7:30 pm

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Chairman