

**SUDBURY TOWN COUNCIL**  
**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD IN**  
**SUDBURY TOWN HALL ON THURSDAY 24<sup>TH</sup> APRIL 2025 AT 6.30PM**

Committee members present: Mrs M Barrett – Chair  
Mr P Beer  
Mr K Graham  
Mr S Hall  
Mrs J Osborne  
Miss A Owen  
Mr T Regester  
Mr A Welsh

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 and Councillor Miss A Owen attended as his substitute.

2. **DECLARATIONS OF INTERESTS**

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

Councillor Mr P Beer declared that he was also a Suffolk County Councillor.

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 30<sup>th</sup> January 2025 be confirmed and signed as an accurate record.

6. **ACTIONS FROM THE PREVIOUS MEETING**

A member pointed out that the link on the council's website to the accessibility statement still had an old email contact address and that the links to Instagram and YouTube did not work. The Administration Manager agreed to have these checked and updated.

7. TO REVIEW THE DRAFT COMPLAINTS PROCEDURE

The Chair explained the rational for the changes to the complaints procedure that had been requested by the HR Committee after members had said that did not understand the current process. The Town Clerk explained that the existing complaints procedure only covered complaints about the delivery of council services within the boundaries of Sudbury but did not specify clearly how other types of complaints should be addressed. This had been addressed in the second paragraph of the new draft with a series of bullet points explaining how each other type of problem should be addressed.

Members asked for all paragraphs to be numbered and for a footnote to explain the meaning of the word 'vexatious'. These changes were made during the discussion.

The Town Clerk explained that this policy was not intended to be a method of making personal attacks on individual members of staff or councillors. Council services were delivered on behalf of the corporate body and any complaint needed to be approached on the basis that both the complainant and the staff were acting in good faith. If the complainant was not satisfied with the response after the investigation, they could appeal to a sub-committee who had not previously been involved.

One member had not had time to read the draft policy and asked that consideration be deferred until another meeting.

**RESOLVED**

**To defer adoption of the new Complaints Procedure until the next meeting.**

**That members submit any proposed changes to the draft in writing before the next meeting.**

8. TO REVIEW THE DRAFT SEXUAL HARASSMENT POLICY

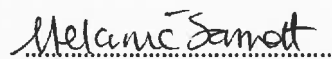
The Administration Manager took the committee through the proposed Sexual Harassment Policy that she had drafted. Members suggested that a flow diagram would be a useful addition to help show how the system would work.

**RESOLVED**

**To postpone adoption of the new the Sexual Harassment Policy until the next meeting.**

Members agreed that the next meeting would be scheduled for 15<sup>th</sup> May 2025.

The meeting concluded at 7:50 pm

  
Chairman