

**SUDBURY TOWN COUNCIL**  
**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD IN**  
**SUDBURY TOWN HALL ON TUESDAY 21<sup>ST</sup> NOVEMBER 2023 AT 6.30PM**

Committee members present: Mrs M Barrett – Chair

Mr S Hall  
Mrs J Osborne  
Mr A Stohr  
Mr A Welsh

Officers in attendance: Mr C Griffin – Town Clerk  
Mrs J Budd – Deputy Town Clerk

Councillor Mr N Bennett was also present.

1. SUBSTITUTES AND APOLOGIES

**Apoloies for absence were received from Councillors Mr P Beer, Mr M Olyver, and Mr T Register.**

2. DECLARATIONS OF INTERESTS

**No declarations were received.**

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 19<sup>th</sup> September 2023 be confirmed and signed as an accurate record.**

6. ACTIONS FROM THE PREVIOUS MEETING

The Town Clerk advised that the main action had been to hold a meeting of the Terms of Reference Working Group. A report would be given under item 9.

**RESOLVED**

**That the report be noted.**

7. REVISION OF THE BUSINESS PLAN

**The draft business plan had not progressed since the last meeting.**

**8. TIMINGS OF FUTURE POLICY COMMITTEE MEETINGS**

The Chairman advised members that the day (third Tuesday of the month) and time of the Policy meeting clashed with Babergh's full district council meeting, which resulted in two members of the committee being unable to attend. Councillor Regester had informed the Chairman that he was happy to swap committees, should this be possible. Councillor Beer had indicated that he would like to remain on the Policy Committee and so would try to alternate attendance at these meetings.

**RESOLVED**

**That the day and time for meetings of the Policy and Resources Committee remains as the third Tuesday of the month.**

**9. TERMS OF REFERENCE WORKING GROUP**

The terms of reference working group had met on 4<sup>th</sup> October and held a detailed discussion. The four members who had been able to attend had been evenly split (two for and two against) the basic principle of delegated authority to committees. The Town Clerk had taken notes at the meeting which are shown at minute page **XXX**.

Members discussed a middle option in which certain matters would be reserved for the full council and all other matters delegated to the appropriate committees. The criteria for which matters would be reserved as recommendations by the committees for a final resolution by the full council should include;

- Significant changes in the town council's policies.
- The final version of the town council's business plan.
- Commenting on the district council's local plan.
- The town council's position on parking policy in Sudbury.
- The town council's position on the vision for Sudbury.

**RESOLVED**

**That the Town Clerk redraft the terms of reference for each committee to include the new criteria above. Each individual committee would then need to review and agree their own revised terms of reference before recommending their adoption by the full council.**

**10. STANDING ORDER 5(J) (v)****RESOLVED**

**That the review of delegation arrangements had been covered in item 9 above.**

**11. STANDING ORDER 5(J) (vi)****RESOLVED**

**That the review of committee terms of reference had been covered in item 9 above.**

12. STANDING ORDER 5(J) (viii)

To review the need for any new committees in accordance with Standing Order 5(J) (viii) as referred at the May full council meeting.

**RECOMMENDED**

**The committee report to full council that they had reviewed the need for any new committees and there was no need to make changes.**

13. STANDING ORDER 5(J)(ix)

To review standing orders in accordance with Standing Order 5(J) (ix) as referred at the May full council meeting. The Town Clerk recommended that the RFO check the financial controls and procurement section relating to externally set limits for contracts in case any of these had changed before the Standing Orders were re-adopted by the full council.

**RECOMMENDED**

**That, subject to the RFO checking the externally set limits for financial controls and procurement, no other changes were recommended to Standing Orders and they should be re-adopted by the full council.**

14. STANDING ORDER 5(J) (x)

To review arrangements, including any charters and agency agreements, with other local authorities and to review contributions made to expenditure incurred by other local authorities in accordance with Standing Order 5(J) (x) as referred at the May full council meeting.

**RECOMMENDED**

**The committee report to full council that they had reviewed arrangements, including any charters and agency agreements, with other local authorities and had reviewed the contributions made to expenditure incurred by other local authorities and there was no need to make changes.**

15. STANDING ORDER 5(J) (xi)

To review representation on or work with external bodies and arrangements for reporting back in accordance with Standing Order 5(J) (xi) as referred at the May full council meeting. The Town Clerk reminded members that, before COVID, individual members had represented the town council on a number of local bodies, such as the Quay Theatre. This was not required by law but was an optional task, however, it should be emphasised that such members represented the council to the other body and were not advocates for the other body. To make this clear, they could not be members of the other body or have any close affiliation with it. Another option would be for an officer of the council, such as the Town Centre Manager, to represent the council with external bodies.

**RECOMMENDED**

**The committee agreed to review the list of bodies that had town council representatives in the past and consider the benefits of appointing new representatives.**

After meeting note. The bodies below have had town council representatives in the recent past.

Friends of St Peter's  
Gainsborough's House  
Quay Theatre  
Sudbury Ephemera Archive  
Sudbury Library  
Sudbury Chamber of Commerce  
Sudbury Citizens Advice  
Sudbury Museum Trust  
Suffolk Association of Local Councils

16. STANDING ORDER 5(J) (xv)

To review the Council's and/or staff subscriptions to other bodies in accordance with Standing Order 5(J) (xv) as referred at the May full council meeting. These included the Suffolk Association of Local Councils (SALC), the Society of Local Council Clerks (SLCC), the Association of Accounting Technicians (AAT), the Information Commissioner's Office (ICO), the Institute of Cemetery and Crematorium Management (ICCM) and the National Association of British Market Authorities (NABMA).

**RECOMMENDED**

**The committee report to full council that they had reviewed the Council's and staff subscriptions to other bodies and there was no need to make changes.**

17. STANDING ORDER 5(J) (xvi)

To review the Council's complaints procedure in accordance with Standing Order 5(J) (xvi) as referred at the May full council meeting.

**RECOMMENDED**

**The committee report to full council that they had reviewed the Council's complaints procedure and there was no need to make changes.**

18. STANDING ORDER 5(J) (xvii)

To review the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation in accordance with Standing Order 5(J) (xvii) as referred at the May full council meeting.

**RECOMMENDED**

**The committee report to full council that there is still some work to be completed relating to freedom of information and data protection. Therefore, as this was work in progress, this item was deferred.**

19. STANDING ORDER 5(J) (xviii)

To review the Council's policy for dealing with the press/media in accordance with Standing Order 5(J) (xviii) as referred at the May full council meeting.

**RECOMMENDED**

**The committee report to full council that they had reviewed the Council's policy for dealing with the press/media and there was no need to make changes.**

20. STANDING ORDER 5(J) (xxi)

To review the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council in accordance with Standing Order 5(J) (xxi) as referred at the May full council meeting.

**RECOMMENDED**

**This item had already been reviewed at the June 2023 meeting of the full council and they had resolved that the ordinary meetings of the full council for this mayoral year will be held in the Town Hall on the following dates:**

**Tuesday 13<sup>th</sup> June 2023**

**Tuesday 11<sup>th</sup> July 2023**

**Tuesday 12<sup>th</sup> September 2023**

**Tuesday 10<sup>th</sup> October 2023**

**Tuesday 14<sup>th</sup> November 2023**

**Tuesday 9<sup>th</sup> January 2024**

**Tuesday 13<sup>th</sup> February 2024**

**Tuesday 12<sup>th</sup> March 2024**

**Tuesday 9<sup>th</sup> April 2024**

**Tuesday 14<sup>th</sup> May 2024**

The meeting concluded at 7.44 pm

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Chairman

**Terms of Reference Working Group of the Policy Committee – Notes from 4<sup>th</sup> October 2023**

The Terms of Reference Working Group (ToR WG) was set up by the Policy and Resources Committee to examine and re-draft all arrangements for delegation and bring back their recommendations to the Policy Committee.

The ToR WG met on Wed 4<sup>th</sup> October 2023 and all members of the Policy Committee were invited to attend, however, only the following four members were available.

Councillor Melanie Barrett  
Councillor Andy Welsh  
Councillor Jan Osborne  
Councillor Steve Hall

Members agreed to recommend small textual changes to the Planning, Development and Highways Committee terms of reference (ToRs).

Members were evenly split (two for and two against) the basic principle of delegated authority to committees. This had to be agreed before the details of any delegation could be addressed.

- With delegated authority a committee makes final decisions on its area of responsibility on behalf of the full council.
  - The Planning Committee decide on the response to planning applications.
  - The Finance Committee decide on spending under £5,000.
  - The Leisure and Environment Committee decide on relevant issues.
  
- Without delegated authority the committee discusses issues and makes recommendations for the full council to approve or reject.
  - Planning responses would often not meet the deadline.
  - Spending would be delayed until after the next full council.
  - L&E work would be delayed until after the next full council.