

SUDBURY TOWN COUNCIL

MINUTES OF THE MONTHLY MEETING OF SUDBURY TOWN COUNCIL HELD VIA VIDEO TELECONFERENCE ON TUESDAY 10TH NOVEMBER 2020 AT 7.30PM

Present: Mr J Owen Mayor of Sudbury, in the CHAIR.

Mrs J Antill	Ms E Murphy
Mrs S Ayres (from 7:38)	Mr A Osborne (from 7:47)
Mr N Bennett	Mrs J Osborne (from 7:47)
Mr T Cresswell	Miss A Owen
Mr O Forder	Mr J Sayers
Ms L Fowler (from 7:35)	Mr R Spivey
Mr S Hall	Mr D Williams
Mr C Griffin	Town Clerk

1 APOLOGIES

Apologies were presented on behalf of those members who were also members of Babergh District Council as they were expected to join as soon as their District Council meeting finished. There were also initial difficulties for some members with remote access. The times that these members joined are shown above.

2 DECLARATIONS OF INTEREST

In accordance with guidance from Babergh District Council's Standards Committee, Mrs S Ayres, Mr T Cresswell, Mr A Osborne, Mrs J Osborne, and Miss A Owen declared that they are Babergh District Councillors. Mr Owen declared that he is a Suffolk County Councillor. All these members asked that it be noted that their views expressed at this meeting would be based on information available at the time and might not be the same as those expressed at meetings involving other councils.

3 DECLARATIONS OF GIFTS AND HOSPITALITY

No declarations were received.

4 REQUESTS FOR DISPENSATION

No requests for dispensation had been received.

5 PREVIOUS MINUTES

RESOLVED

That the minutes of the Full Council meeting held on Tuesday 13th October 2020 be confirmed and signed as a correct record.

6 REPORTS

- a) County Councillor's report – A copy of Councillor Owen's report is shown at minute page 693.

Councillor Owen raised the following points:

Suffolk County Council Cabinet had discussed a proposal by the UK Government for Sunnica Energy Farm the, biggest solar farm in the UK, which would straddle the West Suffolk Cambridge border.

West Suffolk Hospital had been nominated by UK Government for major investment and refurbishment.

He had made a grant to help replace some trees behind Sainsburys in Armes Wood.

As part of a Labour Group initiative, he had agreed to give some of his Locality Funds to provide free school meals during holidays.

Go Start had moved to a new home in the Sudbury Business Park off the Alexandra Road.

RESOLVED

That Councillor J Owen be thanked for his report.

- b) District Councillor's report - Councillor Miss A Owen gave the District Councillor's report. A copy of the report is shown at minute page 694.

She emphasised that the 'Home but Not Alone' phone line was active to help anyone who had a problem. The number is 0800 876 6926.

She clarified that charges for all Babergh District Council car parks could be paid using the new digital payment system on mobile phones.

RESOLVED

That Councillor A Owen be thanked for her report.

- c) Policing Report: The Town Clerk briefly summarised the latest meeting that had been held with Inspector Horton; the locality inspector for Sudbury Town. The Police had continued with their recent success in countering drug dealing and County Lines.
- d) Public Forum – Via live link members of the public were able to type questions pertaining to Sudbury.

A question was asked about improving the VEC footpath between Friars Meadow and Waitrose, which could become a mud bath in wet weather. This is part of the Gainsborough Trail and may be improved when funding becomes available.

A question was asked about plans for Christmas lights in Sudbury this year. The Community Warden Manager confirmed that the normal Christmas lights would go up during the weekend of 20th November. However, there would not be an organised public event to switch them on due to COVID restrictions.

A question was asked about where the new CCTV cameras would be located and whether there would be any coverage of Belle Vue Park to counter anti-social behaviour. The exact location for the cameras has not been decided yet, but it may include some mobile cameras that could be deployed as and when necessary.

A resident who had used the Sudbury Advice Centre emphasised its value to him in his time of need and expressed his hope that it would remain in operation. The Mayor agreed with the sentiment but pointed out that the Advice Centre was operated with funds from Babergh District Council and that they had not confirmed any funding beyond March 2021.

7 TO ADOPT THE RECOMMENDATIONS OF THE FOLLOWING COMMITTEES:

Planning & Development
12th October 2020

It was RESOLVED to ADOPT the REPORT

Planning & Development
26th October 2020

It was RESOLVED to ADOPT the REPORT

Policy and Resources
20th October 2020

It was RESOLVED to ADOPT the REPORT

Leisure, Environment & Highways
27th October 2020

It was RESOLVED to ADOPT the REPORT

Finance
3rd November 2020

It was RESOLVED to ADOPT the REPORT

Extraordinary Full Council
14th September 2020

It was RESOLVED to ADOPT the REPORT

8 ADOPTION OF COMMITTEE TERMS OF REFERENCE

The members considered the draft terms of reference that had been recommended by the Finance Committee, the Policy and Resources Committee, the Human Resources Committee, the Planning Committee, and the Leisure, Environment and Highways Committee.

RESOLVED

That the draft terms of reference for the Finance Committee, the Policy and Resources Committee, the Human Resources Committee, the Planning Committee, and the Leisure, Environment and Highways Committee shown at minute pages 698 to 706 are adopted.

9 BRIEFING ON THE ADVICE CENTRE

The Town Clerk advised that the documents on file in the Town Hall indicated that the main purpose of the Advice Centre was to deliver a customer access point on behalf of Babergh District Council in fulfilment of their promise to local people when they moved their offices from Hadleigh to Ipswich in 2017. The Service Level Agreement (SLA) between Babergh District Council and Sudbury Town Council had specified an annual payment that was about 80% of the cost of the whole Advice Centre. Another 7% of the cost was paid by Suffolk County Council to deliver their services. In February 2020 Babergh District Council had unilaterally

reduced their annual payment for the financial year 2020/21 without any agreement for a reduction in service. This had left Sudbury Town Council with a loss of about £25,000 this year in providing services on behalf of Babergh District Council. The Finance Committee had agreed that this was unacceptable and that for the next financial year (FY2021/22) Babergh District Council would have to pay the full cost of the services that they required.

Two members of the Advice Centre then briefed members on the value that they brought to people living across the western half of the Babergh area who found it much easier to visit Sudbury than Ipswich.

RESOLVED

That Councillor Lee Parker, as the cabinet member for customer services at Babergh District Council, be invited to discuss the requirement with the Council.

That the briefing on the value of the Advice Centre be offered to Babergh District Council.

10 COVID SUPPORT PACKAGE

The members discuss the local impact of the current COVID lockdown and the range of responses available from the Town Council staff.

RESOLVED

That the Town Clerk and the Council Staff continue to monitor the additional needs in Sudbury as a result of the COVID lockdown and respond as appropriate using the existing COVID EMR.

11 EQUALITY AND DIVERSITY POLICY

The members considered the draft Equality and Diversity Policy that had been recommended by the Policy and Resources Committee. A copy of the policy is at minute page 707.

RESOLVED

That the draft Equality and Diversity Policy be adopted.

12 GRANT AID POLICY

The members considered the draft Grant Aid Policy that had been recommended by the Policy and Resources Committee. A copy of the policy is at minute page 710.

RESOLVED

That the draft Grant Aid Policy be adopted.

13 PROPOSED CHANGES TO COUNTY COUNCIL DIVISION BOUNDARIES

Members discussed the implication of the proposed changes to the division boundaries for Suffolk County Council which would give Sudbury and Great Cornard one member each. The effect on Sudbury would be to split off the Elm and Hillside ward into the Great Cornard division and leave the Sudbury East ward in the new 'Stour Valley' division.

RESOLVED

That Sudbury Town Council would respond on the following points:

Support for the need for equality of population numbers.

Object to the dislocation of the town such that community links were destroyed.

Object to the failure of the proposals to recognize the differences of problems and outcomes between rural and urban areas.

Object that the proposals do nothing to remedy the seriously unbalanced electoral system currently pertaining in Sudbury Town Council wards and were likely to make the situation worse.

14 MARKET HILL PUBLIC ENGAGEMENT

Babergh District Council had launched a public engagement exercise over the proposals for Market Hill on Friday 6th November. As this was very important and time remaining was short, a special meeting would be needed to discuss it in detail.

RESOLVED

That an extraordinary full council meeting be held on Tuesday 17th November to discuss the Market Hill engagement.

(A ten-minute extension was proposed, seconded and approved by a vote)

15 CHRISTMAS FLOAT

Cllr A Owen proposed a Christmas Float to go round Sudbury. Members generally supported the spirit of the proposal, but many were seriously concerned over the safety of towing a float around town without a detailed risk analysis and of running a such an event during a time of COVID. Cllr A Owen proposed a grant of £200 towards the cost of the Christmas float.

RESOLVED

Not to grant money to support the proposed Christmas Float.

There was a request for a recorded vote. The results were;

For a grant; Cllrs Creswell, A Owen, J Owen, Sayers, Williams.

Against a grant: Cllrs Antill, Ayres, Forder, Murphy, A Osborne, J Osborne, Spivey.

Abstained: Cllr Bennett

(A further two-minute extension was proposed, seconded and approved by a vote)

16 INTERNAL CONTROL PROCEDURE REPORT

Cllr Antill presented her internal control procedure report for approval by the Full Council.

RESOLVED

That the internal control procedure report shown at minute page 713 be accepted. This includes the need for action to be taken to ensure that all appropriate assets that belong to Sudbury Town Council are officially registered with HM Land Registry

17 MAYOR'S ANNOUNCEMENTS

The Mayor reported that, due to COVID-19, he had been limited in the events that he could attend. Remembrance Sunday at the war memorial had been much reduced in size. He looked forward to announcing the winners at the Christmas competition at St Gregory's Primary School the following week.

The business of the meeting was concluded at 21.45pm

Chairman.....

County Council report to the November 2020 Town Council Meeting

Tuesday, 10 November 2020

Dear Colleagues

Members will have noted the increase in Highway maintenance in recent weeks which is pleasing as some of our roads have been looking in need of repair for some time. It is vital that members of the Public use the report tool on the Suffolk County Council website to report any issues. I am still waiting the outcome of enquiries concerning parking and speeding issues in the Ballingdon/Cross Street area.

The Council have announced that they will continue to hold all meetings virtually for the foreseeable future.

Based on advice the Department of Culture, Media and Sport and Libraries Connected, Suffolk Libraries will continue to provide a small number of core services for communities during lockdown. Due to the economic and social issues facing communities since the first national lockdown, it has been suggested that libraries remain open to give people the opportunity to access key digital government services such as the Universal Credit portal or other benefits services. Suffolk Libraries is committed to ensuring that the most economically vulnerable are not cut-off from systems of help during this period.

The Covid 19 rate in Babergh has increased but for Sudbury is quite low (3) as compared with Hadleigh who in the last 7 days have experienced a spike of 31 cases which has been accumulated mainly in 2 areas of the Town.

The County Council's Members allowance scheme is up for review with Cllrs given the opportunity to express their views on where or if they would like to see changes, I have passed on my thoughts.

Proposals for the future design of the Market Hill have been published, Members will have the opportunity to discuss them and make their observations known.

The Budget is being considered by the Cabinet, the County seems to be in a healthier position than previously thought.

Go Start Community Bus Service as a result of the Age concern withdrawing from several areas in Suffolk including their Chilton Industrial estate site, have found a new home, they are re-sited in the South Suffolk Business centre in Alexandra road. Two of their larger vehicles are being parked at the Sudbury Police Station for security reasons.

Jack Owen County Cllr

Babergh District Council report to the November 2020 Town Council Meeting**Home, But Not Alone phonenumber goes live again today**

The Home, But Not Alone free phonenumber, which supports vulnerable people in our communities who may be struggling with the impact of coronavirus, was paused in August because of low demand and the lifting of COVID restrictions.

However, in light of Thursday's national lockdown, the Collaborative Communities Board (which Babergh and Mid Suffolk District Councils are part of) has resumed the service.

Chrissie Geeson, Chair of the Collaborative Communities COVID-19 Board and Head of Localities and Partnerships at Suffolk County Council, said:

"The phonenumber was absolutely vital during the first lockdown and it only right that the same support is on offer as we head into the next wave of lockdown."

"The phonenumber helped thousands of people and families, who often didn't have a network of family or friends to call upon, access emergency support such as food and medicine deliveries and befriending schemes."

"It's success was down to the amazing local networks that sprung up across towns and villages in Suffolk and looked after those most in need."

The telephone number is freephone **0800 876 6926** and will be staffed from 9am to 5pm Monday to Friday.

This Home, But Not Alone phonenumber compliments The Suffolk Advice and Support Service phonenumber (0800 068 3131) which helps those with debt, benefits employment or housing worries. This phonenumber, also delivered by the Collaborative Communities COVID-19 Board, is staffed by the Citizens Advice Suffolk Alliance, which includes the eight Citizens Advice Bureaus across Suffolk, and Anglia Care Trust and Ipswich Housing Action Group. Call handlers use resources and information from across many Suffolk organisations and specialist providers, which can be tailored to individual needs.

LOCAL PLAN

Councillors are set to consider the latest Joint Local Plan – shaping how Babergh and Mid Suffolk's towns and villages will deliver housing, important infrastructure, and essential employment until 2037.

The final version of the Joint Local Plan, clarifying how the councils propose to meet Government housing targets and detailing how and where development should take place, will be discussed at Full Council meetings later this month. Should the plan be agreed, it will ensure suitable and sustainable homes are built in the right places and support Babergh and Mid Suffolk's ambitions to build great communities with bright and healthy futures.

Protecting and enhancing the districts' natural environment, whilst promoting sustainable development and transport options, is also included within the plan's priorities. Infrastructure, enabling facilities to keep pace with population growth, is central to the delivery of the plan and is supported by a detailed Infrastructure Delivery Plan. The plan also seeks to develop the local economy, encourage tourism and revitalise town centres.

Extensive work has been undertaken by officers and a cross-party working group to reflect feedback from communities – with over 18,000 comments received from those with an interest in the plan, including local businesses and residents, during previous public consultations.

Once publication of the plan has been agreed by Councillors, and its evidence has started to be tested, it is set to carry increased weight in the planning decision making process and will be formally adopted by the councils after examination by a Planning Inspector.

Prior to submission of the plan for examination, there will be a six-week period inviting comment on the legal compliance and soundness of the plan. These representations will be submitted to the Planning Inspectorate for consideration during the examination.

Political parties across both councils have previously acknowledged the need to finalise the plan promptly, with changes to national planning policies, including local plans, potentially arising following the Government's recent planning consultations.

Cross-party task force puts biodiversity at the heart of Babergh and Mid Suffolk

Posted by Communications on 30 October 2020 | Comments

Councillors are set to consider a raft of environmental measures developed by a cross-party task force – tackling climate change and furthering the councils' ambition to become carbon neutral by 2030.

Babergh and Mid Suffolk District Councils' cabinets are due to meet next month (9 November) to consider the proposals. They have been developed following the extensive work of a Biodiversity Task Force, made up of councillors from all political parties; a subgroup of the councils' Climate Change Task Force, with advice from experts.

If agreed, the proposals will form the councils' first Biodiversity Action Plan, setting out how they aim to protect and strengthen biodiversity in the districts.

The action plan will link with the councils' Carbon Reduction Management Plan, and will play a crucial role in fulfilling their ambitions of becoming carbon neutral by 2030.

Headline proposals, which follow the climate emergency motions passed by both councils in 2019, include:

- developing a wildlife network map. This would be to identify and create wildlife corridors, as well as tree and hedge planting areas to enhance connectivity, and improve management of local wildlife sites in the districts
- working with town and parish councils and local communities to identify areas where trees and hedges can be planted
- increasing hedge planting through the DEFRA hedge planting grant scheme, and helping to fund planting which isn't eligible where possible

- planting wildflower meadows to replace strict grass cutting regimes where suitable, to encourage bees and insects
- developing a supplementary planning document linked to the Joint Local Plan, to strengthen protections for biodiversity, and set out the districts' expectations in terms of design, landscaping and open space for new developments
- exploring the possibility of a green burial site

Residents are also being encouraged to [take action](#), however small, to increase biodiversity in their communities. This includes things such as installing bird and bat boxes, planting flowers to attract bees, creating hedgehog corridors, and being biodiversity-conscious when gardening.

The councils' Tree for Life scheme also continues to offer local parents a tree to celebrate the arrival of a child, or remember babies sadly lost. The scheme will play an important role in the wider-districts' biodiversity, using native, locally grown and sourced trees.

Cllr Elisabeth Malvisi, Babergh District Council's cabinet member for environment, said:

"We recognise the increasing pace with which our natural habitat is being lost and that it too, has now become a biodiversity emergency.

"If approved, these proposals will support us in our ambition to strengthen our biodiversity at a local level, while working towards making Suffolk the greenest county.

"We know our natural environment, and the outdoors, is of great importance to the health and wellbeing of us all, especially during this time. These plans are one of many ways in which we're making sure our district remains a place we're proud to call home for generations to come."

[Babergh's recent decision to bring their public realm service in-house](#) will also enable them, jointly with Mid Suffolk, to manage land more holistically to increase biodiversity.

Visitors can scrap the paper with new digital parking

Posted by Communications on 21 October 2020 | Comments

Motorists parking in Babergh and Mid Suffolk can now scrap their paper ticket and go digital – to help protect their health and the environment.

Visitors needing to drive into the districts to shop local, instead of walking or cycling, can now choose to go paperless in the councils' ticketed car parks.

Thanks to the introduction of MiPermit, Babergh and Mid Suffolk's shoppers can now help to reduce waste by opting for a digital ticket instead.

With around a million visits made to the council-owned car parks each year, opting for MiPermit could save millions of pieces of paper going in the bin annually.

Cllr Elisabeth Malvisi, cabinet member for environment at Babergh District Council, said:

"Giving visitors choice when visiting and shopping in our key towns and locations is really important.

“Introducing digital tickets means we can continue to improve our visitor offer as part of our wider town visions. But, especially now, reducing touch points is also an important part in aiding our COVID-19 recovery.

“Lowering your paper trail and waste, and only driving when you need to, are steps we can all take to reducing our carbon footprint.”

Cllr Jessica Fleming, cabinet member for environment at Mid Suffolk District Council, said:

“We’ve made sure that everyone has easy access to pay for parking when they drive to visit our town centres, including a digital option.

“Our cash option will remain but MiPermit offers a digital and paperless alternative, and we are looking at investing in contactless card payment in the future.

“If you need to drive into one of our towns, please make sure you have a valid ticket for your stay. Otherwise, if you can, we’d love to see more people choosing to walk or cycle into town and leaving their cars behind.”

Virtual tickets are available online, via the MiPermit app, by phone, and by text both in advance and on the day – allowing visitors to choose an option to suit them.

Tickets and further information can be obtained via [the councils MiPermit portal](#).

Further electric vehicle charging points across the districts, and upgrading car park machines to include a card payment option, continue to be explored.

Cllr Alison Owen

Finance Committee - Terms of Reference 2020

The purpose of the Committee

1. The Finance Committee is established to manage Sudbury Town Council's financial affairs and to secure best long-term value for the residents of Sudbury.
2. The Committee will consist of eight members appointed by the Full Council. The Mayor will be an additional ex-officio member, without voting rights. The Committee will normally meet on the first Tuesday of every month (not August unless there is urgent business), commencing at 6.30pm.
3. The Committee may appoint sub-committees whose terms of reference and members shall be determined by the Committee. Members of sub-committees may include non-councillors, but without voting rights.
4. The committee has delegated authority from the Council to fulfil the following responsibilities (including spending within its approved budget):
 - a. To monitor and control expenditure and income in accordance with the Council's approved budget throughout the current financial year.
 - b. To develop a draft budget of expenditure and income for the next financial year for approval by the Full Council.
 - c. To recommend the precept for the next financial year to the Full Council.
 - d. To monitor and control the general reserve and all earmarked reserves (EMRs).
 - e. To insure all the Council's assets and insure against liabilities where possible.
 - f. To approve all payments (up to the limit set in the Financial Regulations) either in advance or arrears of payment.
 - g. To appoint an independent Internal Auditor and recommend an External Auditor.
 - h. To maintain adequate systems of internal control and audit so that there is sufficient evidence for presentation for external audit.
 - i. To scrutinise annual financial reports before presentation to the Full Council.
 - j. To conduct an annual review of the Council's Risk Management Strategy in conjunction with other committees where necessary and to monitor its operation throughout the year.
 - k. To conduct an annual review of the Council's asset register.

- l. To work with the Policy Committee to develop the financial aspects of the Council's Business Plan and help ensure that appropriate objectives for the Council's performance are set and monitored throughout the year.
 - m. To award or recommend grants to local organisations as per delegated financial limits in accordance with the Grant Aid Policy.
 - n. To recommend the most appropriate borrowing arrangements, when required, for approval by the Full Council.
 - o. To recommend the most appropriate investment and banking arrangements, when required, for approval by the Full Council.
5. Decisions regarding the setting of precept and borrowing must be made by the Full Council.

Policy and Resources Committee - Terms of Reference 2020

Purpose of the Committee

1. Policy and Resources Committee is established to ensure that Sudbury Town Council maintains strategic direction, looking ahead to balance ends, ways and means, in order to deliver efficient and effective services to the public.
2. The Committee will consist of eight members and will normally meet quarterly, on the third Tuesday of the following months (January, April, July and October), or more frequently if required. Meetings will commence at 6.30pm.
3. The Committee may appoint sub-committees whose terms of reference and members shall be determined by the Committee. Members of sub-committees may include non-councillors.
4. The committee has delegated authority from the Council to fulfil the following responsibilities (including spending within its approved budget):
 - a. To conduct a rolling annual review of the Council's standing orders, policies and procedures to ensure relevance, effectiveness and compliance with legislation and guidance.
 - b. To evaluate proposals for new Council services or significant alterations before they are implemented to ensure compatibility with Council policies. Consideration must be given to need to balance the new service (the ends), with the resources available (the means) and the possible options to deliver them (the ways). This should be distilled into a simple business case.
 - c. To update the Business Plan on a quadrennial cycle and monitor annual progress.
5. Any proposed unbudgeted expenditure will require approval of the Finance Committee.

Human Resources Committee - Terms of Reference 2020

Purpose of the Committee

1. The Human Resources Committee is established to make decisions about all staffing matters, subject to budget and expenditure limits decided by the Finance Committee.
2. The Committee will consist of five members appointed by the Full Council. The Mayor will be an additional ex-officio member, without voting rights. The Committee will meet only when required, with meeting times arranged by the Town Clerk to suit members' availability.
3. The Committee may appoint sub-committees whose terms of reference and members shall be determined by the Committee. Members of sub-committees may include non-councillors.
4. The Committee has delegated authority from the Council to fulfil the following responsibilities (including spending within its approved budget):
 - a. Establish and review the staffing structure and make recommendations on staffing related expenditure to the Finance Committee.
 - b. Monitor, review, revise and implement all policies for council staff.
 - c. Establish and review salary pay scales for all council staff.
 - d. Oversee the recruitment and appointment of staff.
 - e. Approve the standard structure and content of staff employment contracts.
 - f. Establish and review performance management (including annual appraisals) and training programmes for all council staff.
 - g. Oversee any process leading to dismissal of staff (including redundancy).
 - h. Review staff working conditions and health and safety matters.
 - i. Monitor and address regular or sustained staff absence.
 - j. Consider any appeal against a decision in respect of pay.
 - k. Consider a grievance or disciplinary matter (and any appeal).
 - l. Supervise and manage the Town Clerk, including administer his leave requests, record and monitor his absences and handle grievance and disciplinary matters and pay disputes.

5. Any proposed unbudgeted expenditure will require the approval of the Finance Committee.

Planning, Development and Highways Committee - Terms of Reference 2020

Purpose of the Committee

1. Planning, Development and Highways Committee is established to ensure planning consultations are dealt with in a timely manner and to co-ordinate all matters relating to proposed development, including the Local Plan. It also oversees all those matters within the Council's remit which relate to highways, roads, street lighting, car parking, footpaths and bridleways.
2. The Committee will consist of eight members appointed by the Full Council. The Mayor will be an additional ex-officio member, without voting rights. The Committee will normally meet on every other Monday commencing at 6.30pm. The highways element will only be covered on the last meeting each month (not August or December) unless there is urgent business.
3. The Committee may appoint sub-committees whose terms of reference and members shall be determined by the Committee. Members of sub-committees may include non-councillors.
4. The committee has delegated authority from the Council to fulfil the following responsibilities (including spending within its approved budget):
 - a. **Planning**
 - Consideration of all planning consultations received relating to Sudbury and determination of the Council's response to the planning authorities.
 - Consideration of the decisions of the local planning authorities in respect of local planning applications.
 - Consideration of local street naming proposals, planning appeals, planning appeal decisions and planning enforcement cases.
 - b. **Development**
 - Monitoring and advising the Town Council on new development proposals.
 - Drafting any local plan for Sudbury.
 - Commenting on the local plans for surrounding areas.
 - c. **Highways**
 - Repair, maintenance and improvement of highways.
 - Repair, maintenance and improvements of footpaths and bridle ways.
 - Repair, maintenance and improvements of street lighting.
 - Car parking and residents' parking schemes.
 - Waiting restrictions and traffic orders.
 - Road safety and speed reduction schemes
 - Renaming and renumbering of streets.
 - Street cleansing.

- Collection and disposal of refuse.

5. The Committee must produce a budget each year to cover forecast expenditure for all these areas for approval by the Full Council. Any proposed unbudgeted expenditure will require approval of the Finance Committee.

(The highways element of this committee will be transferred to the Planning and Development Committee for a trial period starting in January 2021. If this is judged to be successful it may be confirmed as permanent from the start of the new council year in May 2021)

Leisure, Environment and Highways Committee - Terms of Reference 2020

Purpose of the Committee

1. The Leisure, Environment and Highways Committee is established to oversee economic, social and environmental matters on behalf of Sudbury Town Council. It also oversees all those matters within the Council's remit which relate to roads, car parking, footpaths and bridleways.
2. The Committee will consist of eight members appointed by the Full Council. The Mayor will be an additional ex-officio member, without voting rights. The Committee will normally meet on the last Tuesday of every month (not August or December unless urgent business), commencing at 6.30pm.
3. The Committee may appoint sub-committees whose terms of reference and members shall be determined by the Committee. Members of sub-committees may include non-councillors.
4. The committee has delegated authority from the Council to fulfil the following responsibilities (including spending within its approved budget):
 - a. **Leisure**
 - Entertainment, sporting and social activities.
 - Cultural, artistic and commercial events.
 - The promotion of tourism.
 - The Croft.
 - Mill Acre.
 - Work with the Common Lands Charity on improvements to the meadows.
 - Christmas lighting.
 - Historical and cultural heritage.
 - b. **Environment**
 - Crime, disorder and Community Safety.
 - Community Liaison.
 - Promotion of a sustainable local environment, including the operations of the council.
 - The maintenance, management and control of:
 - Town Hall.
 - Public seats.
 - Public conveniences.
 - Public clocks.
 - Public lighting.
 - Archives, regalia and pictures.
 - Miscellaneous property.
 - Areas of public open space.
 - Bus shelters.

- Litter bins.
- Dog bins.
- Flower beds, planters and hanging baskets.
- Allotments.
- War memorials.
- The cemetery and closed churchyards.
- Market.

c. **Highways**

- Repair, maintenance and improvement of highways.
- Repair, maintenance and improvements of footpaths and bridle ways.
- Car parking and residents' parking schemes.
- Waiting restrictions and traffic orders.
- Renaming and renumbering of streets.
- Street cleansing.
- Collection and disposal of refuse.

5. The Committee must produce a budget each year to cover forecast expenditure for all these areas for approval by the Finance Committee and the Full Council. Any proposed unbudgeted expenditure will require approval of the Finance Committee.

(The highways element of this committee will be transferred in from Leisure, Environment and Highways Committee for a trial period starting in January 2021. If this is judged to be successful the transfer may be confirmed as permanent from the start of the new council year in May 2021)

Sudbury Town Council Equality and Diversity Policy

Our commitment

1. The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.
2. This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.
3. Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

4. It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".
5. Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.
6. The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

7. Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.
8. In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.
9. Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.
10. Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.
11. Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

12. Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

13. Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

14. Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

15. Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

16. The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

17. Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working Practices

18. The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal Opportunities Monitoring

19. The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

20. The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

21. The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not Employed by the Council

22. The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

23. You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training

24. The council will provide training in equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

25. The council will [provide training to/raise awareness of] all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. [The council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.]

Your responsibilities

26. Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

27. Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

28. If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

29. The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

30. This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

32. This is a non-contractual procedure which will be reviewed from time to time.

(Based on the NALC template 2019)

Sudbury Town Council Grant Aid Policy

1. GRANT AID TO LOCAL ORGANISATIONS

1.1 Sudbury Town Council grants are made for the benefit of people local to Sudbury.

1.2 Application will be considered for financial assistance towards a specific project or activities from community associations, cultural, educational, sporting and charitable organisations, which are non-commercial and whose field of activity or purpose is for the benefit of people in the area covered by Sudbury Town Council.

1.3 Sudbury Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee. Some larger charities may be considered for grants if the majority of their staff are volunteers and only a small number of people are paid to administer them.

2. CAPITAL PROJECTS

2.1 As a general rule the Council will apply a scale of up to one third of costs for projects up to the maximum amount of grant aid of £10,000 with the following priorities. Grants up to £1,000 are exempt from this 'one third' rule.

- (a) Projects for the provision of facilities where none currently exists;
- (b) Projects for the correction of health and safety failures;
- (c) Projects for the replacement of provision which has come to the end of its natural life;
- (d) Projects for the improvement or replacement of existing facilities;

2.2 Low interest loans may also be considered.

3. REVENUE GRANTS (GENERAL GRANTS)

3.1 Grants are available to assist with the purchase of equipment or the provision of services. A strong case will need to be made to the Finance Committee for grants to cover routine operating costs, especially where continued support will be needed on an annual basis.

3.2 Applicants must:

- (a) be 'not for profit' organisations (Individuals can only be considered for sporting and artistic excellence awards, commercial undertakings cannot apply;
- (b) be undertaking work within Sudbury and must demonstrate a need for the service within the local community;
- (c) be properly managed and able to demonstrate that they are able to achieve the objectives for which the grant is applied;
- (d) normally be seeking funding for a one-off project or event;
- (e) provide detailed accounts;
- (f) No organisation may receive more than £10,000 in any financial year;

4. SPORTING AND ARTISTIC

4.1 Grant aid available for Sporting and Artistic Excellence fitting the following criteria.

- (a) Training awards of up to £100 for individuals who are selected for national squads or the equivalent;
- (b) Awards of up to £100 to individuals selected as national representatives in events taking place in the United Kingdom;
- (c) Awards of up to £200 to individuals selected as national representatives in events taking place outside the United Kingdom;
- (d) No individual may receive more than £200 in any financial year;

5. TOWN COUNCIL CRITERIA

5.1 Grants are made only to organisations or clubs meeting the needs of residents of Sudbury. Applicants are expected to appear at the relevant Finance Committee meeting to explain the value of their proposal to members. Any organisation applying for a second or subsequent grant will need to provide evidence of the local benefit derived from the previous grants.

5.2 Grants are made only to non-profit making organisations or projects.

5.3 Applicants are expected to apply for multiple sources of funding and be able to show evidence of this. Sudbury Town Council would not expect to be asked to contribute more

that one third of any project and will endeavour to guide local organisations to access other grants where possible.

5.4 Capital grant aid money or equipment purchase money will only be released against proof of expenditure for the project. Alternatively, Sudbury Town Council may be able to pay the invoice directly to the supplier. Evidence of completion of any project will be required.

6. TIMETABLE FOR APPLICATIONS

6.1 Funds are allocated in the Sudbury Town Council annual budget in January and are considered twice a year at the Finance Committee meetings in June and October. The Annual timetable is as follows:

- (a)** 31st January the information and application forms become available;
- (b)** 31st March is the closing date for applications for distribution in June;
- (c)** 31st August is the closing date for applications for distribution in October;

6.2 Following the meetings of the Finance Committee in June and October, applicants will be informed of their decisions and grants will be available for the successful applicants (subject to any special conditions).

6.3 Approved grants will then be valid until the end of the financial year. If not taken up by 31st March following approval, the grant will be lost and the funds reallocated.

6.4 In exceptional cases for grants may be considered outside the normal schedule at the discretion of the Finance Committee.

Internal Control Procedure Report



Internal control
procedure report PE