

**SUDBURY TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD IN  
THE MAYOR'S PARLOUR, TOWN HALL ON TUESDAY 18<sup>TH</sup> SEPTEMBER 2018 AT 6.30PM**

PRESENT: Mrs J Antill – Chair

Mr A Osborne  
Mrs J Osborne  
Mr R Spivey

Mrs J Howells – Town Clerk

1. **SUBSTITUTES AND APOLOGIES**

Any member attending as an approved substitute to report giving his/her name and the name of the member being substituted.

**Apologies were received from Mr R Drury.**

**Mr S Barrett, Mr L Cresswell, Mrs S Page and Mr J Owen were also absent from the meeting but no apologies were received.**

**Mrs Osborne attended as a substitute for Mr Barrett.**

2. **DECLARATIONS OF INTERESTS**

**Mr and Mrs Osborne declared that they are Babergh District Councillors.**

**Mr and Mrs Osborne both declared a non pecuniary interest in agenda item 5.**

3. **DECLARATION OF GIFTS AND HOSPITALITY**

**No declarations of gifts or hospitality were received.**

4. **REQUESTS FOR DISPENSATION**

**No requests for dispensation had been received.**

5. **BDC SERVICE LEVEL AGREEMENT FOR ADVICE CENTRE**

Members discussed the amendments proposed by BDC to the Service Level Agreement for the Sudbury Advice Centre.

Following concerns from Town Councillors, BDC had agreed to extend the length of the proposed SLA commencing 24<sup>th</sup> September 2017 to end on 31<sup>st</sup> March 2020 as opposed to the current proposal of an end date 23<sup>rd</sup> September 2019.

BDC have also agreed to extend the notice period from four months to six months.

Members recommended that the revised SLA be signed by the Town Clerk on behalf of the Town Council but that BDC councillors and/or officers be invited to attend a meeting to review the SLA following the elections in May 2019.

Members also recommended that a record of indirect costs incurred by the Town Council as a result of operating the Advice Centre service be kept and that a risk assessment be undertaken identifying the impact on the Town Council should the service be withdrawn.

**RECOMMENDED**

**That Full Council resolves for the Town Clerk to sign the BDC Service Level Agreement for the Advice Centre on behalf of the Town Council with the following amendments:**

**Length of contract to be extended to end on 31<sup>st</sup> March 2020.**

**Notice period to be extended to six months.**

**That further negotiations take place with BDC in June 2019 regarding the SLA for the Advice Centre commencing 1<sup>st</sup> April 2020.**

**That indirect costs incurred by the Town Council as a result of operating the Advice Centre be monitored.**

**That a Risk Assessment be undertaken identifying the impact on the Town Council should the Advice Centre service be withdrawn.**

**6. TOWN COUNCIL BUSINESS PLAN**

Members discussed the draft Business Plan being developed by Cllr. J Antill.

Mrs Antill advised that the final version including financial information and statistics should be ready for the next P&R meeting in October 2018.

Members discussed section 7.3 Town Events and Town Centre Management and debated the community value of the various events organised by the Town Council. It was agreed that some events could be organised in partnership with other organisations.

Currently the Events Co-ordinator/Town Centre Manager is struggling to manage both roles effectively and had requested some administrative support in the role. Members supported the recommendation to continue with the existing events organised by the Town Council for 2019 and to recommend that all the events planned for 2020 be reviewed at a future Leisure & Environment meeting after May 2019.

In order to manage the present events planned for 2019 it was recommended that the HR committee considers the employment of an Apprentice commencing April 2019 to support the Events Co-ordinator/Town Centre Manager.

**RECOMMENDED**

**That the HR committee considers the employment of an Apprentice to support the Events Co-ordinator/Town Centre Manager commencing April 2019 and that costs are included in the 2019/2020 budget.**

**7. ADOPTION OF POLICIES**

Members discussed the following policies (copies shown at minute pages 399 to 406)

GDPR Risk Assessment

Allotment Tenants Privacy Notice

Retention of documents and records

Purchase of Exclusive Rights Privacy Notice

Members discussed the need for a Risk Register to identify and minimise risks associated with major incidents such as fire damage, systems failure etc. and steps needed to ensure continuation of service delivery.

**RECOMMENDED**

**That Full Council formally adopts the following documents:**

**GDPR Risk Assessment  
Allotment Tenants Privacy Notice  
Retention of documents and records  
Purchase of Exclusive Rights Privacy Notice**

**That a Risk Register is developed to identify and minimise risks associated with major incidents such as fire damage, systems failure etc. and steps needed to ensure continuation of service delivery.**

**8. PURCHASE OF DISPENSER BAGS FOR DOG WASTE BINS**

Members were requested to approve bulk purchase of dispenser bags for dog waste bins at a cost of £1785.00 + vat. Funding for this purchase will come out of recycling budget provided by BDC.

**RESOLVED**

**That members under the Power LGA1972 S144 approve purchase of dispenser bags for dog waste bins to the sum of £1785.00 + vat.**

**9. FORWARD WORK PLAN**

Members discussed the forward work plan (copy shown at minute page 407).

**RECOMMENDED**

**Item 3 – Town Clerk to contact land agents for land adjacent to rear of Town Hall to arrange a meeting to discuss options for a joint project**

**Item 4 – Review of organisations that are represented by Town Councillors to be undertaken in June 2019**

The meeting concluded at 7.45pm

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Chairman