

MINUTES OF THE ESTABLISHMENT AND POLICY COMMITTEE MEETING HELD ON

THURSDAY 18th MARCH 2021 AT 7.00pm – REMOTELY VIA ZOOM

Present:

- Cllr. Sulman (Chair)
- Cllr. Bowman (Vice-Chair)
- Cllr. Bristow
- Cllr. Busuttil
- Cllr. Leaman
- Cllr. Shipp

In attendance: Mr M Knight (Town Manager).

1. APOLOGIES AND ACCEPTANCE FOR ABSENCE

Apologies were not forthcoming from Cllr. Peachey.

Cllr. Shipp advised that he would be slightly late.

2. DECLARATIONS OF INTEREST

Cllr. Shipp – West Suffolk District Council. (arrived at 7.12pm)

3. TO RECEIVE APPROVAL OF MINUTES OF THE MEETING HELD ON 14th JANUARY 2021 FROM THOSE MEMBERS PRESENT AT THE MEETING

It was **RESOLVED** that the Council approve the minutes of the meeting and authorise the Chairman to sign the same proposed by Cllr. Busuttil and seconded by Cllr. Bowman. All in favour.

4. PUBLIC PARTICIPATION

None.

Signed:

Date:

5. **GENERAL MATTERS (Financial Policy)**

5.1 To consider the Financial Risk Assessments and Statement of Internal Controls

The document was discussed and it was **AGREED to RECOMMEND** the policy for approval to the Full Council with no changes. Proposed by Cllr. Bowman, seconded by Cllr. Leaman, all in favour.

5.2 To consider the Earmarked Reserves and Policy

The document was discussed and it was **AGREED to RECOMMEND** the policy for approval to the Full Council with changes in point 2.2 regarding CIL and point 6.2 regarding the change from 3 to 9 months running costs to constitute the Contingency Reserves.

It was further **AGREED** that the reserves also needed to be examined in more detail at a later meeting before being presented to the Full Council. Proposed by Cllr. Bowman, seconded by Cllr. Busutil, all in favour.

5.3 To consider the Investment Strategy Policy

The document was discussed and it was **AGREED to RECOMMEND** the policy for approval to the Full Council with no changes. Proposed by Cllr. Bowman, seconded by Cllr. Busutil, all in favour.

6. **GENERAL MATTERS (Essential Policy Documents)**

Cllr. Sulman handed over chairmanship of the meeting to Cllr. Bowman for item 6.

6.1 To discuss and make recommendations to the Standing Orders

The document was discussed and it was **AGREED** to authorise the Town Manager to rewrite the document to reflect changes to the governance structure of the Council in the July 2020 Annual Town Council Meeting. This to include the new committees and associated terms of reference. Also to be considered for removal was reference to European law after the UK's exit from the European Union. The rewritten document to be submitted for approval at the May 2021 Annual Town Council Meeting as normal. All in favour.

6.2 To discuss and make recommendations to the Financial Regulations

The document was discussed and it was **AGREED to RECOMMEND** adoption to the Full Town Council in May 2021 with no changes. All in favour.

6.3 To discuss and make recommendations to the Health and Safety Policy

The document was discussed and it was **AGREED** to **RECOMMEND** adoption to the Full Town Council in May 2021 with no changes. Although it was also noted that changes to legislation would be reflected in the policy as they occurred, and that further advice might be forthcoming from the Health and Safety contractor as work progressed. All in favour.

6.4 To discuss and make recommendations to the Staff Handbook

The document was discussed and it was **AGREED** to **RECOMMEND** adoption to the Full Town Council in May 2021 with no changes. All in favour.

6.5 To discuss and make recommendations to the Complaints Policy

Much discussion took place regarding this document and its relevance. The Town Manager stated that it was an essential document which needed to be rewritten to reflect current working practices. It was **AGREED** that the document should be rewritten to reflect this before being presented to the Full Council in May 2021 for revision and adoption. All in favour.

6.6 To discuss and make recommendations to the Safeguarding Policy

The document was discussed and it was **AGREED** to **RECOMMEND** adoption to the Full Town Council in May 2021 with no changes. Although it was also noted that changes to legislation would be reflected in the policy as they occurred. All in favour

6.7 To discuss and make recommendations to the Risk Management Strategy

The document was discussed and it was **AGREED** to **RECOMMEND** adoption to the Full Town Council in May 2021 with minor changes to item 5.3 reflecting the LCRS risk management software and reports. All in favour.

6.8 To discuss and make recommendations to the Lone Working Policy

The document was discussed and it was **AGREED** to **RECOMMEND** adoption to the Full Town Council in May 2021 with no changes. Although it was also noted that changes to legislation would be reflected in the policy as they occurred. All in favour

6.9 To discuss and make recommendations to the Full Council Functions

The document was discussed and it was **AGREED** to **RECOMMEND** adoption to the Full Town Council in May 2021 with no changes. All in favour.

6.10 To discuss and make recommendations to the Scheme of Delegation to the Town Manager

The document was discussed and it was **AGREED** to **RECOMMEND** adoption to the Full Town Council in May 2021 with no changes. All in favour.

It was also **AGREED** that the Town Manager should audit the documents available on the website to remove policies which had been revised and updated to avoid confusion. The existing and relevant policies to be presented on the website in a more prominent position.

7. GENERAL MATTER (Ongoing Business)

7.1 TO RECEIVE THE ACTION SHEET

The Town Manager presented the item and no questions were asked. The document was **NOTED**.

7.2 TO RECEIVE AND RECOMMEND TO THE FULL COUNCIL THE ANGLING RULES

The document was presented by the Town Manager who also explained the process of revision. It was **AGREED** that changes should be made to expand the area for waste disposal and open fires to include the Jubilee Field and vicinity; and also to clarify that Town Council permits would only be available to Mildenhall residents.

It was then **AGREED** to **RECOMMEND** to the Full Council the document with the agreed changes. Proposed by Cllr. Leaman, seconded by Cllr. Sulman, all in favour.

8. EXCHANGE OF INFORMATION

None.

9. TO SET THE DATE AND TIME OF THE NEXT MEETING

This will be set at the Annual Town Council Meeting in May 2021.

The meeting then closed at 8.17pm.