

MINUTES OF THE ESTABLISHMENT AND POLICY COMMITTEE MEETING HELD ON

THURSDAY 5th MAY 2022 AT 7.00pm

FENLAND ROOM, THE PAVILION, RECREATION WAY, MILDENHALL, IP28 7HG

Present:

- Cllr. Alecock
- Cllr. Sulman (Chair)
- Cllr. Busuttil
- Cllr. Neal
- Cllr. Peachey

In attendance: Mr M Knight (Town Manager).

1. APOLOGIES AND ACCEPTANCE FOR ABSENCE

Apologies were received from Cllr. Shipp, Littlechild and Leaman.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Cllr. Alecock – West Suffolk District Council.
Cllr. Neal – West Suffolk District Council.

3. TO RECEIVE APPROVAL OF MINUTES OF THE MEETING HELD ON 17th FEBRUARY 2022 FROM THOSE MEMBERS PRESENT AT THE MEETING

It was **RESOLVED** to adopt the minutes. Proposed by Cllr. Sulman and seconded by Cllr. Neal. All in favour.

4. PUBLIC PARTICIPATION

Signed:

Date:

No members of the public were in attendance.

5. GENERAL MATTERS

5.1 Update from the Town Manager regarding Action Sheet

The action sheet was **NOTED**.

5.2 Update on legal representation regarding leases and land management

The Town Manager gave an update on ongoing work in this area with officers at primary authorities and a local legal firm.

It was confirmed that the 99-year leases for the Lark Road and Riverside allotment sites were with Suffolk County Council but that a signing could happen in the next few weeks.

The hand-over of the Jubilee Field Car Park was also progressing in a positive way with new lines and replacement street furniture and bollards being agreed and work booked in, but that further work needed to be done on the details for the recycling bins and operation and access to the CCTV cameras.

It was further reported that West Suffolk Council had confirmed that the area commonly known as the Old Tip and the Howlett Hills Nature Area were the responsibility of West Suffolk Council and not the Town Council as previously thought. This has been confirmed also with the Land Registry.

The Town Manager also reported that several conversations had taken place with the Charity Commission on the nature of ownership and proper governance of the Recreation Way Play Area and the Jubilee Field. Two governance and information packs concerning these two areas had been requested from the Charity Commission, but had not been received as yet. It was also confirmed that these were the only two areas of land which the Town Council may have responsibilities toward – but did not outrightly own them as shown on the Land Registry.

The Town Manager will now begin progressing through the Land Registry documents and identifying boundaries and responsibilities, assisted with a legal professional when necessary. In all probability this will include the Charity Commission packs when received.

The Town Manager was thanked for his ongoing work in this area and the report was **NOTED**.

5.3 Verbal update on Emergency Plan

The Town Manager reported that there had been several virtual meetings with officers from West Suffolk Council regarding a unified and shared emergency plan template, but that a physical run through was needed before any document was finalised. Any update would be reported through this committee.

5.4 To note the current Earmarked Reserves

The report and figures were discussed, it was **AGREED** that a version of these reserves should be presented with all movements detailed over the past year, this to be to the May meeting of the Full Council, proposed by Cllr, Sulman, seconded by Cllr, Busuttil, all in favour.

6. POLICY MATTERS

To review and make recommendations to the Full Town Council on the following documents:

6.1 Standing Orders

The policy was discussed, much debate took place about the number and nature of ex-officio Members being automatically elected to certain committees and the impact this would have on newer Councillors getting to gain experience in chairing a meeting and building up knowledge and experience. Ultimately, it was **AGREED** that the current system, codified in the Terms of Reference of all committee and groups allowed for a continuity of knowledge and should remain for the coming year.

It was then **RECOMMENDED** to the Full Council that they be approved with no changes.

6.2 Financial Regulations

The policy was discussed and it was **RECOMMENDED** to the Full Council that they be approved with no changes. Proposed by Cllr. Sulman, seconded by Cllr. Busuttil, all in favour.

6.3 Health and Safety Policy

The policy was discussed and it was **RECOMMENDED** to the Full Council that they be approved with no changes. Proposed by Cllr. Sulman, seconded by Cllr. Busuttil, all in favour.

6.4 Staff Handbook

The policy was discussed and it was **RECOMMENDED** to the Full Council that they be approved with no changes. Proposed by Cllr. Sulman, seconded by Cllr. Busuttil, all in favour.

6.5 Media Communications Policy

The policy was discussed and it was **RECOMMENDED** to the Full Council that they be approved with no changes. Proposed by Cllr. Sulman, seconded by Cllr. Busuttil, all in favour.

6.6 Lone Working Policy

The policy was discussed and it was **RECOMMENDED** to the Full Council that they be approved with no changes. Proposed by Cllr. Sulman, seconded by Cllr. Busuttil, all in favour.

6.7 Code of Conduct

The policy was discussed and it was **RECOMMENDED** to the Full Council that XXXX

6.8 Risk Management Policy

The policy was discussed and it was **RECOMMENDED** to the Full Council that they be approved with no changes. Proposed by Cllr. Sulman, seconded by Cllr. Busuttil, all in favour.

6.9 Business Continuity Plan

The policy was discussed and it was **RECOMMENDED** to the Full Council that they be approved with no changes. Proposed by Cllr. Sulman, seconded by Cllr. Busuttil, all in favour.

7. EXCHANGE OF INFORMATION

Cllr. Sulman was thanked for all his hard work on this committee over the years and it was **NOTED** that this would be his last time chairing a meeting for the Town Council.

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

This next meeting will be confirmed at the Annual Town Council meeting on the 26th May 2022.

The meeting then closed at 7.42pm.