



**ATTLEBOROUGH TOWN COUNCIL**

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**Minutes of the meeting of the Attleborough Town Council  
Standing Orders Review Committee  
Held on Tuesday, 28<sup>th</sup> September 2021 at 6.00 pm  
Held at the Town Hall, Queens Square.**

**Present:**

Cllr S Marsh   Cllr T Taylor   Cllr A Westby   Cllr P Leslie  
In attendance – Michelle Barron – Town Clerk

**01.21) Welcome**

Cllr Leslie welcomed everyone to the first Standing Orders Review Committee meeting

**02.21) Election of Chair -**

On the motion of Cllr P Leslie, seconded by Cllr A Westby it was  
**RESOLVED** to elect Cllr T Taylor as Chair

**03.21) Election of Deputy Chair**

On the motion of Cllr T Taylor, seconded by Cllr S Marsh it was  
**RESOLVED** to elect Cllr P Leslie as Deputy Chair

**04.21) Apologies for Absence**

Apologies received from Cllr E Tyrer who is delayed on route.

**05.21) Declarations of Interest**

None received

**06.21) Review of Standing Orders and policies**

Cllr T Taylor raises a change to the ANP terms of reference, but comments that this could be brought to Full Council as an Agenda item as is only a small amendment, and may not need to be resolved by this committee.

Cllr T Taylor raised the Media and Communications policy, which is one of the more dated policies and needs to be reworked. Cllr P Leslie gave update on the website. The Clerk is pursuing the conversation with providers. This may not be in time for the next full council meeting, but it will be soon. Cllr P Leslie in agreement that this is a policy that we very much need to focus on and have in place before the launch of the new website, so that the website can conform to the policy, and we will have clear guidance as it is populated.

It was agreed that it would be acceptable to start drafting a policy, as long as no decisions are prejudiced, to present at the next meeting. Cllr P Leslie raises Freedom of information and GDPR needing to be referenced.

Cllr S Marsh provides information regarding accessibility of the website. A different format is needed to enable visually impaired people to access the information with read devices. Cllr Marsh will visit the Clerk to discuss further.

Cllr P Leslie references Norfolk Parish Training and Support as a good reference point for these documents, which can be adapted to be beneficial to us.

Cllr S Marsh suggests that Document retention needs to be looked at. Cllr P Leslie agrees. It is discussed that the documents on the website, in the correct format should be reflected by the documentation in the office.

Cllr T Taylor raises council email addresses for councillors. It is agreed that this should be placed on the Agenda for full council before item 11.

#### **07.21 ANP Sub Committee Terms of Reference**

Cllr P Leslie provides an update on the ANP. A lot of big projects are absorbing time on the Committee, which means that day to day items are not getting to the Agenda. At the next ANP meeting there will be a proposal to separate the ANP into two parts. A steering group working under the 20 minute town banner, which will look at the strategic issues with key stakeholders around the table, and then it may be wise to look at reinstating the environmental committee, so that the day to day statutory obligations that we have don't get lost between the cracks. This would need to go to ANP then Full Council.

It was agreed that it would be best to defer this agenda item, as it may change depending on what Full Council choose to do.

#### **08.21) Date of next meeting**

A November meeting is agreed (date TBC) This should be after the Full Council so that decisions have been made and motions have been ratified.

Meeting closed 18.27