



Attleborough Town Council
Historic Market Town in the Heart of Norfolk

ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
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**Minutes of the meeting of the Attleborough Town Council
Standing Orders Review Committee
Held on Monday 5th December 2022 at 6.00 pm
Held at the Town Hall, Queens Square.**

Present:

Clr T Taylor, Clr S MacKinnon, Clr P Leslie,
In attendance – A Willett – Clerks Assistant

23.22) Welcome Clr Taylor welcomed everyone to the meeting

24.22) Apologies for absence

Clr Westby
Clr Tyrer

25.22) Declarations of Interest

- a) To receive and consider declarations of interest in items below – None received
b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests – None received

26.22 Minutes of the meeting held 5th September 2022

On the motion of Clr Mackinnon, seconded by Clr Leslie, it was,
RESOLVED to accept and approve the minutes of 5th September 2022.

ACTION: TOWN CLERK

27.22) Public participation – None present

28.22 Procedure for the use of ATC Land

On the motion of Clr Leslie, seconded by Clr Mackinnon it was,
RESOLVED to reflect in the policy a reference to lost children and present with amendments to ATC meeting.

ACTION: TOWN CLERK

29.22: Whistleblowing Policy

On the motion of Cllr Leslie, seconded by Cllr Mackinnon, it was **RESOLVED** – to omit CEO from any reference to CEO & Town Clerk. Present with amendments to ATC meeting.

ACTION: TOWN CLERK

30.22) Model Planes and Drones Policy –

On the motion of Cllr Mackinnon, seconded by Cllr Leslie, it was **RESOLVED** to leave until next Annual meeting May 2023

31.22) Lost and Found Child Policy –

On the motion of Cllr Leslie, seconded by Cllr Mackinnon, it was **RESOLVED** to amend title to clarify Lost & Found Child Policy for Events. Under Guidance for keeping lost children safe, amend any lost children must be taken to the first aid area, amend within the control tent to control area, amend location of and lost children remove ‘and’. Remove extra programme in the events programme or schedules. Present amendments to ATC meeting.

ACTION: TOWN CLERK

32.22) Grant Awards Policy –

On the motion of Cllr Mackinnon, seconded by Cllr Leslie, it was **RESOLVED** - Under Application process amend grant money to be paid by BACS/Bank Transfer. Under Scope of grants amend amount to £500 and add grants for match funding up to £1,000. Present amendments to ATC meeting.

ACTION: TOWN CLERK

33.22) Standing Orders Amendments –

On the motion of Cllr Taylor, seconded by Cllr Leslie, it was **RESOLVED** to amend B29 to 10 working days from five working days and present to ATC meeting.

ACTION: TOWN CLERK

34.22) Items for inclusion on the next Agenda - None

35.22) Date and time of next meeting

Monday 6th March 2023 6pm

Meeting closed 6.20pm