



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 22nd April 2024 at 6.00 pm
Held at the Town Hall, Queens Square.**

Present:

Cllr T Taylor, Cllr A Westby Cllr S Mackinnon
In attendance – S Smyth – Town Clerk
A Willett – Clerks Assistant (minute taker) Public x 2

68..24) Welcome – Cllr Taylor welcomed everyone to the meeting

69.24) Apologies for Absence – None Received

70.24) 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

71.24) Minutes of the meeting held 22nd January 2024

On the motion of Cllr Westby, seconded by Cllr T Taylor, it was,
RESOLVED to accept and approve the minutes of 22nd January 2024
ACTION: TOWN CLERK

72.24) Public participation – None present

73.24) Environment Terms of Reference

On the motion of Cllr Mackinnon, seconded by Cllr Westby, it was
RESOLVED - to accept and approve the Environment Terms of Reference
ACTION: TOWN CLERK

74.24) Town Council Policies

- 1) Health and Safety Policy
- 2) Fire Safety Policy
- 3) Grants Policy
- 4) Freedom of Information Act Policy and Procedure
- 5) Data Protection Policy
- 6) Capability Policy
- 7) Complaints Policy

- 8) Disciplinary Policy
- 9) Grievance Policy
- 10) Safeguarding Policy
- 11) Social Media and Electronic Communication Policy
- 12) Retention and Disposal Policy

On the motion of Cllr Mackinnon, seconded by Cllr Westby, it was

RESOLVED – En bloc to accept and approve the Town Council Policies

ACTION: TOWN CLERK

Cllr Taylor made two suggestions, the first one was there were misconceptions regarding the Environment Committee and suggested it be rebranded from Environment Committee to Open Spaces Committee as it had once been known this would make it clear to the public what the Committee manages. The second suggestion concerned this Committee while the work done is important, we now have a very experienced Town Clerk who does not need as much of our input. The SORC is perceived as boring and as we have just reviewed so many of our policies and we continue with an incredibly good schedule of review, we would be able to dissolve this Committee and replace with GP&F Committee that could deal with some items more appropriately. Alternatively keep SORC for scrutiny to meet once a year if there is a need or a small working group.

75.24) Public Participation –

It was queried where to find what Councillors sat on which Committees
On new website this could be added to Councillor bio.

76.24) Date of next meeting To be confirmed if applicable

Meeting closed 6.20pm