



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Members of the public are cordially invited to attend a meeting of **Redenhall with Harleston Town Council Executive Committee** which will be held at the Town Council Offices, on **Wednesday 8th May 2024 at 6.30pm** to consider the business detailed below.

Signed: Clare Crane - Town Clerk

Date: 3rd May 2024

Members of the press and public are welcome to attend – there will be an opportunity for public participation agenda item 6.

SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY & LEADERSHIP

AGENDA

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.¹
4. To receive and approve the minutes from the last Executive meeting on Wednesday 20th March 2024 (copy herewith)
5. To note progress on decisions made at the last meeting of the Executive Committee (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
7. To approve the appointment of Councillor Wilkinson (alongside Councillor Harrison) as the Town Council representative to the Harleston Community Group (formerly known as the Nature Recovery Working Party) and recommend it for approval by the Town Council.
8. To receive and review the fully filled-out nomination form along with three accompanying pictures. The section titled 'Who is nominating' remains pending completion.
 - a. To agree that this should be attributed to the Town Council and recommend its approval at the May meeting.
9. To receive and approve the following policies for recommendation to the Town Council for adoption at the May meeting.
 - a. Biodiversity Policy
 - b. Menopause Policy
10. To note the date and time of the next Executive Committee meeting.

¹ All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

² All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

- 11.** Public Bodies (Admissions to Meetings to consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following items which is properly considered to be of a confidential nature.
- 12.** Update on HR and recruitment related matters.
- 13.** Update on Councillor matters.



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane
Chairman: Cllr. P. MBA

Minutes of a meeting of Redenhall with Harleston Town Council's Executive Committee held on Wednesday 20th March 2024 at 6.30pm in the Old Town Council Office at the Leisure Centre

Present: Cllr. P. MBA (Chair of Council)
Cllr. Scade (Chair of Amenities)
Cllr. L. Chenery (Chair of Leisure Centre Management)
Cllr Harrison (Chair of Finance)

Also in attendance: Clare Crane (Town Clerk), Emma Chandler (Deputy Clerk)

Public: No members of the public in attendance

1. Welcome

Cllr Mba welcomed everyone to the meeting.

2. To receive and consider accepting apologies from members unable to attend.

Noted that Cllr Digby has now resigned from the council.

3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.

None declared.

4. To receive and approve the minutes from the last Executive meeting on Wednesday 21st February 2024.

Unanimously approved and the minutes were signed by Cllr Mba.

5. To note progress on decisions made at the last meeting of the Executive Committee

Noted

6. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).

No members of the public present

7. To receive an update regarding the draft Biodiversity Policy.

The policy was reviewed, and it was agreed that Cllr Harrison will meet with Cllr Wilkinson to finalise the document for the April Town Council meeting.

Action – Cllr Harrison and Cllr Wilkinson

8. To receive and review the Policy List and make any suggested changes to the following: -

- a. Review of the Governance and Management Risk Register**
- b. Standing Orders**
- c. Financial Regulations**
- d. Reserves Policy**
- e. Annual review of effectiveness of internal control**
- f. Co-option Policy**
- g. Retention Policy**
- h. Review of Code of Conduct**
- i. Grant Awarding Policy**
- j. CCTV Policy**
- k. Communication Policy including social media**
- l. Internet Banking Policy**

All policies were reviewed, and councillors agreed for the Clerk to update the review dates.

Action – Town Clerk

9. To recommend the adoption of the Policy List and the listed policies to the Town Council.

Agree to recommend to the Town Council.

Action – Town Clerk

10. To review of Councillor Declaration of Pecuniary Interests at [Declaration of Pecuniary Interests](#)

Reviewed and noted that all were up to date.

11. To review the Asset Register for year ending 2024 for recommendation to the Town Council.

Asset Register was reviewed and agreed to recommend to the Town Council.

Action – Town Clerk

12. Review and recommend the presentation of the periodic/annual check of Stocks and Stores as conducted by the Responsible Finance Officer (RFO) in accordance with FR13.4.

Reviewed and unanimously agreed.

Action – Town Clerk

13. To receive and review following and make any suggested changes:-

- a. Induction Pack for New Town Councillors**
- b. Who is responsible for what.**
- c. Declaration of Acceptance of Office**
- d. GDPR Checklist for Councillors**
- e. What new councillors need to know.**
- f. Induction checklist for the completion of documentation and site visits new Town Councillors**
- g. Evaluation Summary for Councillors**

Reviewed and unanimously agreed.

Action – Town Clerk

14. To note the date and time of the next Executive Committee meeting.

Unanimously agreed for the next meeting to take place on the 8th May 2024

Action – Town Clerk

15. Public Bodies (Admissions to Meetings to consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following items which is properly considered to be of a confidential nature.

Unanimously agreed to close the meeting to the public.

These confidential minutes appear on page 4 of the minutes.

16. Update on HR and recruitment related matters.

17. Update on Councillor matters.

Meeting ended at 7.45pm

Signed

Date

Executive Committee – Progress Report – May 2024

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
Executive Committee	5 th July 2023 Item 15	Risk Policy and Management	Recommend approval to Town Council	RFO	March 2024	Ongoing Approved at TC 27/03/24 Matter Closed
Executive Committee	20 th September 2023 Item 7a	Market Rules and Regs – Wednesday's	The following additions were made to the document. 6.8 – All fees and sizes of pitches are at the discretion of the Town Clerk. 8.2 – to include If you sell, cook, store, handle, prepare or distribute food, you are considered a food business and will need to register with your local authority. This includes food businesses trading: • from physical customer-facing premises • from home • Or from a temporary trading premises, mobile or fixed	Town Clerk	ASAP	Ongoing Clerk Investigating
Executive Committee	20 th September 2023 Item 7b	Market Rules and Regulations – Speciality Markets and Events	Agreed for Cllr MBA to meet with the marketing officer to work through the policy to ensure that the policy covers all eventualities.	Cllr MBA and Marketing Officer	ASAP	Ongoing Clerk investigating
Executive Committee	20 th March 2024 Item 7	Biodiversity Policy	Agreed that Cllr Harrison will meet with Cllr Wilkinson to finalise the document for the April Town Council meeting.	Cllrs Harrison and Wilkinson	April Town Council Meeting	Agreed for the May TC meeting after going to Planning and Executive to review first. Matter Closed
Executive Committee	20 th March 2024 Item 8	Policies	All policies were reviewed, and councillors agreed for the Clerk to update the review dates.	Town Clerk	March Town Council Meeting	Approved at TC 27/03/24 Matter Closed

Executive Committee – Progress Report – May 2024

Executive Committee	20 th March 2024 Item 9	Policies	Agreed to recommend to the Town Council	Town Clerk	March Town Council Meeting	Approved at TC 27/03/24 Matter Closed
Executive Committee	20 th March 2024 Item 11	Asset Register	Agreed to recommend to the Town Council	Town Clerk	March Town Council Meeting	Approved at TC 27/03/24 Matter Closed
Executive Committee	20 th March 2024 Item 12	Stock and Stores	Agreed to recommend to the Town Council	Town Clerk	March Town Council Meeting	Approved at TC 27/03/24 Matter Closed
Executive Committee	20 th March 2024 Item 13	Councillor Policies and Procedures	Agreed to recommend to the Town Council	Town Clerk		Approved at TC 27/03/24 Matter Closed
Executive Committee	20 th March 2024 Item 14	Next Meeting	8 th May 2024	Town Clerk	May 2024	Approved at TC 27/03/24 Matter Closed