



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 10th July 2024 at 6.30pm to consider the business detailed below.

Signed: Clare Crane - Town Clerk

Date: 5th July 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 8th May 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 review the current Terms of Reference and make suggested amendments as necessary (copy herewith)
8. To recommend final Terms of Reference for adoption at the next Town Council meeting being held on the 24th July 2024

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/>

9. To discuss a calendar of Executive Committee meetings for 2024/25 and agree the meeting schedule.
10. To agree to recommend the following to the Amenities Committee at the 4th September 2024 meeting and the Leisure Centre Management Committee at the 9th October 2024 meeting
 - a) reviewing a schedule of all fees and charges.³
 - b) reviewing stocks and stores with the RFO and again before the end of the Financial Year 2025.⁴
 - c) reviewing Register of Assets and Investments with the RFO and again before the end of the Financial Year 2025.⁵
11. To agree for the RFO to prepare Risk Policy Statements and Risk Management Arrangements for recommending approval by the Town Council before the end of the Financial Year 2025.⁶
12. To review and approve the following policies for recommendation to the Town Council.
 - a) Members Training Policy (copy herewith)
 - b) Annual Performance Review Policy (copy herewith)
 - c) Draft Community Infrastructure Levy Policy (copy herewith)
13. To note the date and time of the next Executive Committee meeting.
14. 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.
15. Update on HR and recruitment related matters
 - a. Leisure Centre Team
 - b. Maintenance Team
16. Update on Councillor matters
 - a. Exit Interview

³ (Income)FR9.2. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

⁴FR13.4. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

⁵FR14.6. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

⁶FR16.1 <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>



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 8th May 2024 at 6.30pm in the Old Town Council Office at the Leisure Centre

Present: Cllr. M. Scade (Chair of Amenities)
Cllr. L. Chenery (Chair of Leisure Centre Management)
Cllr. K. Harrison (Chair of Finance)
Cllr. J. Graham (Chair of Planning)

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

Public: No members of the public in attendance

1. Welcome

Cllr Scade welcomed everyone to the meeting.

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

Apologies were received from Cllr Mba due to being out of the parish.
Apologies were unanimously accepted.

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 20th March 2024

Unanimously approved and Cllr Scade signed and dated the minutes.

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).

Not needed.

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.

Unanimously agreed to recommend approval to the Town Council

Action – Town Clerk

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.

Due to the next Town Council meeting date being changed the Executive Committee agreed to delegate the completion of the form to Cllr Wilkinson and the Town Clerk to be submitted to SNDC by the closing date.

Action – Town Clerk, Cllr Wilkinson

9. To receive and approve the following policies for recommendation to the Town Council for adoption at the May meeting.

- a. Biodiversity Policy

Unanimously Agreed

- b. Menopause Policy

Unanimously agreed

Action – Town Clerk

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

Wednesday 10th July unanimously agreed.

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.

Confidential matters appear on page 3 of the minutes.

Meeting Closed 20.00

Signed

Date

DRAFT

Executive Committee – Progress Report – 10 July 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	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	8 th May 2024 Item 7	TC representative for the Harleston Community Group	Unanimously agreed to recommend approval to the Town Council for Cllr Wilkinson to be the representative alongside Cllr Harrison	Town Clerk	May TC Meeting	Added to agenda Matter Closed
Executive Committee	8 th May 2024 Item 8	Biodiversity Award nomination	Due to the next Town Council meeting date being changed the Executive Committee agreed to delegate the completion of the form to Cllr Wilkinson and the Town Clerk to be submitted to SNDC by the closing date	Town Clerk & Cllr Wilkinson	24/05/2024	Cllr Wilkinson submitted nomination Matter Closed
Executive Committee	8 th May 2024 Item 9	Policies	Biodiversity Policy and Menopause Policy agreed for recommendation to Town Council	Town Clerk	May TC Meeting	Added to agenda Matter Closed



Redenhall with Harleston Town Council

Terms of Reference for the Executive Committee

1. The committee shall comprise of the Chairman and Vice Chairman of the Council, plus Chairman or Vice Chairman of all Committees.
2. A quorum will consist of a minimum of three councillors
3. The committee will be chaired by the Chairman of the Council. The Vice Chairman of the Executive Committee will be the Vice Chairman of the Council.
4. The Chairman of the Council should not normally be the Chairman of any other Committees
5. The committee chair will be responsible for providing a summary report to full council.
6. All councillors are entitled to attend each meeting, however, whilst they may be invited to speak on all matters, they will have no voting rights.
7. The Chairman will involve the Vice Chairman in all discussions which the Chairman undertakes on behalf of the Council so that they are briefed on matters of which they may be required to take an active role.
8. The Executive Committee shall decide on all matters pertaining to employed staff and councillors including Health and Safety but does not preclude any other committees from doing so.
9. The Executive Committee shall decide on all matters pertaining to the following: -
 - Standing Orders
 - Financial Regulations
 - Review of all policies relating to the town council, staff, gym and assets of the town that are under the control of the council
 - Review of Risk Assessments both Financial and otherwise
 - Review of Councillor Declaration of Pecuniary Interests
 - Review of the Governance and Management Risk Register
 - Data Protection
 - Review of Code of Conduct

10. The minutes of each meeting will be proposed and agreed at the next meeting.
11. Voting will be by simple majority and the chairman of the committee shall have the casting vote when necessary.
12. All committee meetings will typically take place in the Memorial Leisure Centre unless other arrangements are in place for the holding of meetings and will commence at 6.30pm (unless otherwise stated)

Reviewed by the Executive Committee – 5th July 2023

Adopted by the Town Council – 19th July 2023



Redenhall with Harleston Town Council

Members Training Policy

19th July 2023

Adoption Date:	19 th July 2023
Date for review:	on or before July 2024



Redenhall with Harleston Town Council

Members Training Policy

Members Training Policy

Contents

1. Introduction	2
2. Equal Opportunities.....	2
3. The Council recognises:	2
4. The Council will provide	2



Redenhall with Harleston Town Council

1. Introduction

- 1.1. The Council is committed to developing its elected members in order to assist the Council in achieving its objectives. Councillor development and training is a joint commitment between the Town Clerk and councillors and by working in partnership, appropriate investment in relevant training and development will be identified and resourced.

2. Equal Opportunities

- 2.1. It is essential that councillors are given equal opportunity to develop their knowledge and learn new skills to promote partnership working and community engagement in order to become effective councillors and lead a modern and progressive Town Council of the future. Member development should be recognised as an integral part of the Council's business.

3. The Council recognises:

- 3.1. New councillors will need to know what the job entails and to build up their knowledge and skills and experienced councillors need to refresh their skills and knowledge to meet the ever-changing needs and demands of the modern world.
- 3.2. That continued investment and commitment to training and development are essential to the Council if quality services are to be provided, maintained and continually improved.
- 3.3. Any member wishing to attend any training courses or events should discuss the training with the Town Clerk.

4. The Council will provide:

- 4.1. All members will receive a Councillor induction pack within 1 month of taking their seat.
- 4.2. All new members will be given the opportunity to attend a new councillor training course.
- 4.3. All Members will be kept informed of relevant training courses especially those offered by the Association of Local Councils and Society of Local Council Clerks.
- 4.4. All new Councillors will be invited to meet with the Operations Manager and visit the Council's properties to further understand the Council's assets and liabilities.

**Redenhall with Harleston Town Council adopted the Members Training Policy
at the Town Council meeting held on 19th July 2023**

Signed (Chair)

Next Review is on or before July 2024



Redenhall with Harleston Town Council Annual Performance Review Policy

Annual Performance Review Policy

Aims and purpose

Each year, every member of staff will take part in an Annual Performance Review meeting. The objective of the meeting will be to review the previous year's achievements, agree objectives for the following year and to discuss any future training and development needs, relevant to the individual and to the Council.

This meeting should be regarded both as a review of the previous year and a discussion to agree targets for the coming year.

There should be continuous discussion throughout the year between the manager and the appraisee, and this should form the agenda of the meeting. The outcome of the performance review should be a clear plan for both participants in terms of taking action to ensure that the appraisee is able to achieve their full potential within the Council.

It is important that the performance review focuses on clear objectives which can be directed towards specific outcomes. The benefits of performance review in terms of improved communication and enhanced performance, both for employees and for the Council can only be achieved by commitment of both to the process.

The objectives of the annual performance review process are as follows:

- To provide an opportunity for managers and their direct reports to review all aspects of job performance so that each employee is provided with the information and training required to perform their job to the best of their ability, and to contribute towards the Council's goals.
- The process should provide clear direction towards personal and organisational objectives, so that each individual is able to achieve their potential, gain maximum job satisfaction and contribute towards the Council's success.
- To add value in identifying individual training, development and career needs. Discussions should focus upon assisting the appraisee in acquiring the relevant skills, knowledge and competencies for them to perform well in their current role, whilst managing realistic expectations.

This is also the opportunity to discuss advancement or alternative job roles if appropriate.



Redenhall with Harleston Town Council Annual Performance Review Policy

Timing of performance reviews

Each year all managers will prepare a schedule so that each member of their team is booked to attend a performance review meeting with them. New staff who are still on their probationary period will be seen as normal for their probation one-to-ones. Otherwise, all staff with over six months' service will be included in the performance review schedule.

The performance review meetings will take place between the 1st June and the 31 August. The performance review interview schedule will start from the most senior member of staff downwards in order that communication of the Council's objectives can be made more effectively. It is important that these objectives are considered when discussing performance and development with each individual so that they remain clear about the importance of their work within the context of the organisation's objectives and that any planned development is relevant to the organisation's needs.

Performance Review Process

The performance review forms are designed to prompt appraisers and appraisees to focus on the agenda in line with the objectives of the performance review scheme.

The Appraiser should review the job description and ensure it still accurately reflects the role. If not this could form part of the discussion during the Performance Review if necessary.

The Appraiser should also check the previous year's review for agreed actions, goals and targets, both the employee's and the Council's, and identify areas of high and low performance, making sure that examples and data to back these up are available for the discussion.

A copy of the blank Performance Review form should be issued to the employee along with the invitation to the review meeting. These should be given to the employee no later than five days before the meeting, to allow time for them to complete the form and prepare for the meeting.

Following the meeting, the combination of all agreed statements and actions should be recorded on the form by the Appraiser. The form must be completed as a faithful record of the discussion that took place at the performance review meeting, and the action summary should be used as a planner so that any agreed outcomes are followed up conscientiously.

Where there is no agreement from the Appraisee to the comments and scoring recorded by their manager, the manager's comments and scoring will still stand. The employee can note their objections in the 'Employee's Comments' section of the form, and can also appeal against the Performance Review by requesting a senior manager or Councillor review the Performance Review form with them and their manager.



Redenhall with Harleston Town Council Annual Performance Review Policy

Performance review training

Prior to carrying out the performance review interviews, each manager will meet with their team to carry out an information session so that the team members are familiar with the process and understand how they can participate fully in it.

Review of performance reviews

Managers will arrange a meeting with the Executive Committee as soon as possible after completing the performance reviews with their staff to review the performance reviews that have been carried out in their department. The purpose is to ensure consistency of approach to the process.

Completed forms

Following the Performance review, the completed form should be issued to the employee within two weeks of the meeting, and a copy should be kept on the individual's personnel file. These forms must be kept confidential.

Any actions arising from the Performance Review should be noted within an action plan, which should be considered as a working document, and be continually reviewed throughout the year.

A Training Plan should be created for any training or development needs that were agreed during the process, and review dates set up to ensure both parties are complying with actions agreed.

Request for review

Any employee who feels that their performance review was unsatisfactory or unfair to them, may ask that a senior manager or councillor reviews the performance review with them and the appraiser.

Draft Policy Document- Section 106/ C.I.L. monies- June 2024

A Section 106 Agreement is a legally binding agreement or “Planning Obligation” between a Local Planning Authority and a property owner. The purpose is to mitigate the impact of a Development on the local community and infrastructure. The Agreement sets out the terms binding the owners or Developer to provide, facilitate or fund the provision of infrastructure or other measures that may be needed for a Development to be acceptable in planning terms; it may relate to matters on or off site. A good example is the requirement as part of the Briar Farm development to transfer to a Local Authority land for Allotments and Community Use.

Community Infrastructure Levy (C.I.L.) by comparison is automatically triggered by the granting of Planning Permission and is paid over during the period of a Development to the local Planning Authority. These monies are shared with the relative Parish Council, and in the case of RHWTC because we have an Adopted Neighbourhood Plan since October 2022 our proportion rises from the basic 15% to 25%. Drawdown is by agreement in our case with South Norfolk Council and in some circumstances prior access to anticipated funds can be negotiated albeit with interest being payable.

C.I.L. should be generated by new developments at Briar Farm, Spirketts Lane North, the Lidl store, McCarthy and Stone in Mendham Lane, and Railway Road plus any future windfall sites. In the case of Spirketts Lane South, if as anticipated the entire development is formed of Social Housing, then an Exception from C.I.L. is likely to be sought by Orbit.

Appendix A shows the amount of funds already held by South Norfolk on our behalf and a forecast of future C.I.L. income noting that the Briar Farm project is spread over a relatively long number of years drawing out the period during which instalments would normally be received. Funds paid this way are subject to index linking from the original charge rate as first applied.

Bearing in mind the current focus on proposals to deliver a new Community Building on our Wilderness Lane site it is recommended that both the current amount of C.I.L. held on our behalf and all future payments received, unless otherwise resolved, are regarded as earmarked exclusively for that objective.

In addition to the above, the Council will potentially receive a sum of c. XXXX from the Developers of Spirketts Lane North to reflect the shortfall in the provision of Public Open Space to be invested it is assumed in our current Recreation Ground but not the buildings, and £XXXX from the Needham Lane site to reflect the loss of a Community Amenity due to the demolition of the former Apollo Rooms.

M.D. Hardy