

# **SUDBURY TOWN COUNCIL**

You are **summoned** to a meeting of the POLICY & RESOURCES COMMITTEE to be held in Sudbury Town Hall on **THURSDAY 18<sup>th</sup> July 2024** at **6.30pm** for the transaction of the following business:

## **AGENDA**

1. Substitutes, apologies and approval of absences.
2. Declarations of Interest.
3. Declarations of Gifts and Hospitality.
4. Requests for dispensation (these must be received in writing).
5. To elect a vice chairman for the committee.
6. To confirm that the minutes of the meeting of the Policy and Resources Committee held on 21<sup>st</sup> November 2023 are an accurate record.
7. To review the outstanding actions from previous meetings.
6. To review Standing Order 5(J)v on the delegation arrangements to committees, sub-committees, staff and other local authorities.
7. To review Standing Order 5(J) vi on the terms of reference for committees.
8. To review Standing Order 5(J) viii on the appointment of any new committees.
9. To review Standing Order 5(J) xi on the representation on or work with external bodies and arrangements for reporting back.
10. To review Standing Order 5(J) xv on the Council's and/or staff subscriptions to other bodies.
11. To review Standing Order 5(J) xvi on the Council's complaints procedure.
12. To review Standing Order 5(J) xvii on the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21).
13. To review Standing Order 5(J) xviii on the Council's policy for dealing with the press/media
14. To review the revised Data Protection Policy.
15. To review the revised Sickness Absence Policy.
16. To review the revised Document Retention Policy.

17. To review the policy for the Mayor's expenses.
18. To authorise the Town Clerk to make factual changes to existing policies, to update them when necessary, without changing the substance of the policies.



14<sup>th</sup> July 2024

C Griffin  
TOWN CLERK

**TO:** Mr M Barrett (Chairman), P Beer, Mr S Hall, Mrs J Osborne, Mr T Regester, Mr A Stohr and Mr A Welsh. (The Mayor – Ex-officio) and remaining councillors for information. The Press.

In order to comply with the Data Protection Act 2018, all persons attending this meeting are hereby notified that there will be a live video broadcast of this meeting, which will be recorded and available to be watched later on the Council website. The purpose of recording proceedings is to enable maximum participation, both at the time of the meeting and for those who watch later, and to aid in producing accurate minutes.

In accordance with The Openness of Local Government Bodies regulations 2014, persons attending this meeting may make their own recordings of the proceedings subject to the meeting remaining open to the public.