



**MINUTES OF THE ALDEBURGH TOWN COUNCIL MEETING HELD IN THE
MOOT HALL ON MONDAY 10TH JUNE 2024 AT 7PM**

Present: Cllr Haworth-Culf, Cllr Webster, Cllr Bond, Cllr Fellowes, Cllr Fox, Cllr Howard-Dobson, Cllr Lumpkin and Cllr Osben

In attendance: Town Clerk and Deputy Town Clerk and Cllr Graham (East Suffolk Council)

Suffolk County Council (SCC) Councillor Report

Cllr Haworth-Culf reported that during this period of purdah there is still some news available on the SCC website. She was able to report verbally that sink holes in Lee Road and the drain cover opposite the doctors on Victoria Road are to be repaired within 8 weeks and a “hidden dips” sign on the Leiston Road within 20 working days.

The next Sizewell C Forum meeting is coming up and Cllr Haworth-Culf will remain a conduit for questions.

We have had a report from the owners of a dog that has a very badly blistered nose. They were walking near the sluice between Aldeburgh and Thorpeness. East Suffolk Council (ESC) has inspected the area but could not find any giant hog weed. Please raise awareness of the dangers of toxic plants.

Cllr Fellowes reported that the post on Springfield Road is still leaning. Cllr Haworth-Culf will follow this up.

East Suffolk Council Councillor Report

The Communities Team and Community Partnership are working together to address Mental Health. They have been working with Suffolk Mind to produce a 12-page booklet and ESC have funded 10,000 of these. ESC will also pay for training for people who may be prepared to facilitate a group relating to NSIP support sessions. Suffolk Mind would run the training on a comprehensive mental health toolkit.

Cllr Graham will look into the charges for annual membership fees which Coastal Accessible Transport are proposing. She understands that the annual membership is not for individuals, only for organizations’ using the service. Cllr Lumpkin is concerned as The Fairfield Centre would not be able to fund this.

Cllr Graham reported that ESC are conducting a pilot scheme in some car parks. They will be keeping the option to pay by cash but in addition to Ringo there will be other choices for cashless payments. Cllr Fellowes suggested that signage in our car parks could be reviewed and renewed.

Half a million pounds has been put aside for the emergency reserve fund. The need for this was highlighted when Storm Babet hit. The fund is intended to cover costs including community shelter, skips to clear properties etc.

Cllrs asked Cllr Graham to make a representation to ESC and SCC portfolio holders. There is concern that if SeaLink succeeds there is an Aldeburgh landfill and risk of Lion Link returning and, with the encouragement of ESC, switching its proposed landfall from Southwold and Walberswick to Aldeburgh. Cllr Graham confirmed she will request that Cllr Daley reply to us directly. The LionLink website now says they are in charge of Energy Projects. The NSIP's working group will consider a response.

The Mayor reported that almost all landline phones were out of action yesterday evening in Aldeburgh for approx. 4 hours. This is to be incorporated in our emergency planning. Although most people do have mobiles we must remember that some people still do not and would have been left without a means to call for help.

Public questions and comments (maximum of 15 minutes)

No members of the public were in attendance.

Police Report

Information can be found on the link below in relation to Crimes and Priorities for Aldeburgh by zooming into the map. The map will give only a loose idea of where crimes have happened. Actual locations and details of crimes are kept anonymous.

<https://www.suffolk.police.uk/area/your-area/suffolk/halesworth/leiston-saxmundham-and-aldeburgh/contact-us/crime-map>

The Town Clerk had met with our local PCSO recently and they had discussed the possibility of the police holding a drop-in surgery for the area in the Moot Hall. Cllrs suggested the library as a more accessible venue and Cllr Osben confirmed that this is something the library would be interested in.

ACTION: Town Clerk to put the PCSO and Cllr Osben in touch.

70. Apologies

Apologies were received from Cllr Haworth and Cllr Jones. Cllr Langley was absent.

71. Declarations of interest

Cllr Haworth-Culf has a dispensation at Suffolk County Council for discussions regarding any LionLink and Sealink discussions.

The Mayor requested to pass a motion as per Standing Order 10a(vi) to bring item 92 up the agenda.

PROPOSED for **APPROVAL** by Cllr Fellowes and **SECONDED** by Cllr Fox.

In favour	8
Against	0
Abstain	0

92. Town Clerk's Report

The Town Clerks' Report (attached) had been circulated along with a copy of the previous month's minutes.

To approve the draft minutes of the Full Council meeting held on 28th May 2024.

The following amendments were requested by Cllr Fellowes:

To note that under item 57, Councillor Fellowes stated that we could not agree to the new structure as the terms of reference were being drafted and one would impact the other.

To note that items 58 and 59 were swapped on the evening as it was agreed that the Council could not nominate or agree the respective Heads of for the working groups without first establishing who the members of the working groups were.

Items 60.5, 60.7 and 60.11 to be amended to state that a representative is not required for these organisations and that the Town Clerk will circulate updates and/or minutes when received.

To note that at item 60.13 the representative's name is to be corrected and to read Cllr Haworth-Culf.

Item 64 to be amended to include that representative reports and/or minutes are to be submitted to the Town Clerk for circulation to Council members and reference to Reps circulating minutes to be removed from item 60.16 and 60.19.

After the above amendments were annotated onto the 28th May 2024 meeting minutes document, the meeting minutes were **PROPOSED** for **APPROVAL** by Cllr Webster and **SECONDED** by Cllr Howard-Dobson.

In favour	8
Against	0
Abstain	0

- 72. RESOLUTION to APPROVE** the proposed Terms of Reference for the Planning Committee.

PROPOSED for **APPROVAL** by Cllr Webster and **SECONDED** by Cllr Bond.

In favour	8
Against	0
Abstain	0

- 73. RESOLUTION to APPROVE** the proposed Terms of Reference for the HR Committee.

PROPOSED for **APPROVAL** by Cllr Lumpkin and **SECONDED** by Cllr Bond.

In favour	8
Against	0
Abstentions	0

- 74. RESOLUTION to APPROVE** the proposed Terms of Reference for the Property and Finance Working Group.

PROPOSED for **APPROVAL** by Cllr Fox and **SECONDED** by Cllr Webster.

In favour 8
Against 0
Abstentions 0

75. RESOLUTION to APPROVE the proposed Terms of Reference for the Services Working Group.

To ensure the Energy Working Group operates effectively, Cllr Fellowes suggested that the best structure would be to have the Energy Working Group to report directly to the Full Council. Cllr Fellowes believes that making the Energy Working Group, a sub-group of the Services Working Group would be detrimental to its function and impact.

This approach would allow the Energy Working Group to communicate more effectively with Full Council, ensuring that significant projects receive the appropriate level of attention and decision-making authority. It also emphasizes the importance of the working group. Cllr Fellowes in felt that there was no need for another layer of moderation.

There was a lengthy discussion around the merits of the Energy Working Group reporting into the Services Working Group vs reporting directly to Full Council.

- (i) A **RESOLUTION to APPROVE** that the Energy Working Group should report directly to Full Council was **PROPOSED** by Councillor Fellowes and **SECONDED** by Councillor Osben. Cllr Fellowes requested that the vote be a named vote, all in favour.

In favour 3 Cllrs Osben, Fellowes and Howard-Dobson
Against 4 Cllrs Webster, Lumpkin, Fox and Bond
Abstention 0

The Mayor held the casting vote, however agreed with both arguments that had been presented in relation to the reporting line for the Energy Working Group. The Mayor proposed a trial of 3 months of the new structure with the Energy Working Group being a sub-group to the Services Working Group.

Cllr Fellowes made a counter proposal to trial for 3 months a structure that includes the Energy Working Group reporting directly to Full Council.

Cllr Fellowes requested a named vote for both proposals.

- (ii) **RESOLUTION to APPROVE** the proposed Terms of Reference for the Energy Working Group to report directly to Full Council subject to a 3-month review and not to be a sub-group to Services Working Group.

PROPOSED for **APPROVAL** by Cllr Fellowes and **SECONDED** by Cllr Osben.

In favour 3 Cllrs Fellowes, Howard-Dobson and Osben
Against 5 Cllrs Webster, Lumpkin, Haworth-Culf, Fox and Bond
Abstention 0

Motion 75(ii) failed.

(iii) **RESOLUTION to APPROVE** the proposed Terms of Reference for the Services Working Group and the proposed Terms of Reference for the Energy Working Group reporting into the Services Working Group, subject to a 3-month review.

PROPOSED for **APPROVAL** by Cllr Webster and **SECONDED** by Cllr Lumpkin.

In favour	5	Cllrs Webster, Lumpkin, Haworth-Culf, Fox and Bond
Against	3	Cllrs Fellowes, Howard-Dobson and Osben
Abstention	0	

Motion 75(iii) carried.

76. RESOLUTION to APPROVE the proposed Terms of Reference for the Energy Working Group.

It was agreed by all Councillors, that as the Energy Working Group was to be trialled for 3 months reporting into the Services Working Group, that the same voting outcome at 75(iii) would be carried for this resolution:

PROPOSED for **APPROVAL** by Cllr Webster and **SECONDED** by Cllr Lumpkin.

In favour	5	Cllrs Webster, Lumpkin, Haworth-Culf, Fox and Bond
Against	3	Cllrs Fellowes, Howard-Dobson and Osben
Abstention	0	

77. RESOLUTION to APPROVE the proposed Terms of Reference for the Grants, Requests and Events Working Group.

PROPOSED for **APPROVAL** by Cllr Lumpkin and **SECONDED** by Cllr Fox.

In favour	8	
Against	0	
Abstention	0	

78. RESOLUTION to APPROVE the proposed Terms of Reference for the Members appointed to Outside Bodies.

PROPOSED for **APPROVAL** by Cllr Webster and **SECONDED** by Cllr Bond.

In favour	8	
Against	0	
Abstention	0	

79. RESOLUTION to APPROVE the previously presented Working Group Structure based on agreed Terms of Reference (see items 72-78).

PROPOSED for **APPROVAL** by Cllr Webster and **SECONDED** by Cllr Fox.

In favour	7	
Against	0	
Abstention	1	

80. RESOLUTION to APPROVE the proposed Public Participation Policy.

PROPOSED for APPROVAL by Cllr Bond and **SECONDED** by Cllr Webster.

In favour	8
Against	0
Abstention	0

81. RESOLUTION to APPROVE the proposed Vexatious Complainer Policy.

PROPOSED for APPROVAL by Cllr Bond and **SECONDED** by Cllr Fox.

In favour	8
Against	0
Abstention	0

82. RESOLUTION to APPROVE the proposed Handling Complaints Policy with the policy being amended at point 5 to read “a member of the HR Committee” rather than “the Mayor”.

PROPOSED for APPROVAL by Cllr Webster and **SECONDED** by Cllr Fellowes.

In favour	8
Against	0
Abstention	0

83. RESOLUTION to APPROVE the proposed Co-Option of Councillors Policy.

Cllr Fellowes questioned SALC’s policy as it was not clear between a vacancy caused by having less Councillors stand at an election than total number of places, and a vacancy following resignation, death or removal of a Councillor from service. It was agreed that this policy will be deferred to the July meeting subject to an update from SALC.

84. RESOLUTION to APPROVE the proposed Employee Disciplinary Policy and Disciplinary Rules.

PROPOSED for APPROVAL by Cllr Fox and **SECONDED** by Cllr Bond.

In favour	8
Against	0
Abstention	0

Cllr Lumpkin left the meeting at 8.50pm

85. RESOLUTION to APPROVE the proposed Employee Grievance Policy.

PROPOSED for APPROVAL by Cllr Webster and **SECONDED** by Cllr Howard-Dobson.

In favour	7
Against	0
Abstention	0

86. RESOLUTION to APPROVE the proposed Anti-Harassment and Bullying Policy.

PROPOSED for APPROVAL by Cllr Howard-Dobson and **SECONDED** by Cllr Fox.

In favour 7
Against 0
Abstention 0

87. RESOLUTION to APPROVE the proposed Whistleblowing Policy.

PROPOSED for APPROVAL by Cllr Webster and **SECONDED** by Cllr Bond.

In favour 7
Against 0
Abstention 0

88. RESOLUTION to APPROVE the Income list for the previous month.

PROPOSED for APPROVAL by Cllr Webster and **SECONDED** by Cllr Bond.

In favour 7
Against 0
Abstention 0

89. RESOLUTION to APPROVE the Payments list for the current month.

PROPOSED for APPROVAL by Cllr Fox and **SECONDED** by Cllr Webster.

In favour 7
Against 0
Abstention 0

90. Reports from Members appointed to Outside Bodies

Councillor Jones had submitted a report prior to the meeting.

ACTION: Town Clerk to circulate to all Councillors.

Cllr Fellowes reported that the next SZC Forum meeting will be 16th July 2024. Questions will be discussed at the next working group meeting with a recommendation coming to Full Council in July.

91. Gifts and/or Hospitality exceeding £25 received by Councillors.

None.

93. Mayor's Report

A letter has been received complaining about the wooden posts that have been installed opposite the library by Triangle Wood.

ACTION: Deputy Town Clerk to reply to explain that we were not part of a consultation and to contact East Suffolk Council as they are responsible for Triangle Wood.

Cllr Haworth-Culf confirmed she has completed Level 3 Safeguarding training and is now the Designated Safeguarding Lead for Aldeburgh Town Council.

Preparations are underway for the Family Fun Afternoon taking place this Saturday.

Thank you to all Councillors who attended the D-Day commemorations. The evening was a poignant reflection with the service, the lamp of peace, the piper and finally the lighting of the beacon.

94. Closure

The meeting closed at 9pm.

Item 92 – Town Clerk’s Report

External works on The Moot Hall

The works that can be done at ground level have been completed, however, the contractors have identified other areas of work higher up that need to be done otherwise the problems will get worse.

The interior work that needed to be done was originally thought to be largely plastering, however, following further inspection they have confirmed that it is mainly going to be redecoration.

As a result the additional cost to complete the exterior of the Moot Hall will be in the region of £500 as the costs saved on the internal work will cover the majority of the costs of the external work.

They will be back on Tuesday to complete the works that require scaffolding.



Planning Committee Terms of Reference

Authority of the Planning Committee:

The Planning Committee is appointed by, and solely responsible to Aldeburgh Town Council.

The Committee's duties are defined and agreed by Full Council, which may vote, at any time, to modify the Committee's powers.

The Planning Committee discharges the Town Council's role as a statutory consultee on all planning applications, tree works and other types of application made to the Planning Authority, East Suffolk Council, for the Parish of Aldeburgh.

These Terms of Reference will reviewed and updated at least annually.

Membership:

The Planning Committee will consist of no fewer than six Town Councillors.

Annually a Chair will be elected at the first Council meeting following the Annual Meeting of the Town Council. This will happen after the members of the Planning Committee have been confirmed.

A quorum will be a minimum of three members elected to the Committee.

Members as at 28th May 2024 are:

Name	Role
Cllr Bond	Deputy Chair of the Planning Committee
Cllr Fellowes	
Cllr Fox	
Cllr Haworth-Culf	
Cllr Howard-Dobson	
Cllr Jones	
Cllr Langley	
Cllr Lumpkin	
Cllr Osben	
Cllr Kevin Webster	Chair of the Planning Committee

Responsibilities:

The Planning Committee will be granted full delegated powers to make Council decisions regarding responses to the appropriate authorities.

The Planning Committee shall:

1. recommend to Town Council expenditure on planning advice and legal fees or other planning-related costs to allow the committee to determine a motion on an Application.
2. receive from the Clerk a summary of every Planning Application submitted, the name of the Applicant, the address of the project described in the Application and any information relating to the Listed Building or Conservation Area status of the proposals
3. assess each Application with reference to:
 - 3.1. existing legislation including the Town and Country Planning Act 1990 (as amended) together with General Development and Classes Orders, Local and County Structure Plans
 - 3.2. declared Conservation Areas.
 - 3.3. harmonisation with the surrounding area
 - 3.4. existing Tree Preservation Orders
 - 3.5. the views of neighbours and other members of the public where these relate to material planning considerations
 - 3.6. any known history of the buildings or land in question
 - 3.7. the impact of the Application on Aldeburgh as a community
 - 3.8. undertaking a site visit if deemed necessary
 - 3.9. the statement outlining the Aldeburgh Town Council position in relation to all Nationally Significant Infrastructure Projects (NSIPs) that was resolved on 28th May 2024
4. assess each Application without reference to:
 - 4.1. (in a personal application) the status, reputation, or personal detail relating to the Applicant
 - 4.2. aspects automatically determined by regulations and legal requirements

4.3. any information concerning the likely implementation of the subject matter of the Application.

5. pass motions stating that Aldeburgh Town Council takes one of these positions:

- has no objection,
- supports the application qualified by any additional comments of the Committee's choosing, or
- objecting to the application qualified by any additional comments of the Committee's choosing,

allowing however that the Committee shall refer major proposals to the Council for decision. Major proposals shall include (but not be limited to) residential developments in excess of 10 properties; demolition or substantive alteration of listed Grade 1 or 2* buildings; redevelopment or formation of large commercial/retail premises.

6. If the consultation time does not allow for a meeting to take place, the chair shall request the Clerk to ask for an extension of time to comment. However, where the application is judged by the Clerk, after discussion with the Chair of the Committee to be either:

6.1. trivial or of minor importance,

6.2. determinable solely by regulations or by legal requirements

the Committee shall empower the Clerk to make a response to a planning application following a discussion with the majority of members of the Committee

7. defer any Applications not considered in detail by the Committee to a subsequent meeting.

8. respond to invitations to comment on the details of any planning projects received, even if located outside Aldeburgh, and refer them to the Council if of major importance.

9. monitor all strategic highway and road safety matters within or in the neighbourhood of Aldeburgh and press for such correction or improvement action as is deemed desirable.

Method of Working

1. At the first meeting, business will include:
 - a) To appoint the Deputy of the Committee
 - b) To receive any apologies for absence
 - c) To receive any Declarations of Interest

2. Meetings are to be held as and when required to prepare responses to all routine planning matters.
3. A summons will be sent out at least three clear working days prior to any Planning Committee Meeting.
4. The agenda for each meeting including a list of those planning applications to be considered will be uploaded three clear working days before the meeting.
5. The Deputy Town Clerk (or the Town Clerk in their absence) will be responsible for arranging the recording and distribution of the minutes.
6. All decisions will be relayed to East Suffolk Planning authority by the Deputy Town Clerk (or the Town Clerk in their absence).
7. A final version of the minutes will be uploaded to the Aldeburgh Town Council website once the draft minutes are approved at the next meeting of the Committee.



Human Resources (HR) Committee Terms of Reference

Authority of the HR Committee:

The HR Committee is appointed by, and solely responsible to Aldeburgh Town Council.

The Committee's duties are defined and agreed by Full Council, which may vote, at any time, to modify the Committee's powers.

These Terms of Reference will be reviewed and updated at least annually.

Membership:

The HR Committee will consist of no fewer than four Town Councillors.

Annually a Chair will be elected at the first Council meeting following the Annual Meeting of the Town Council. This will happen after the members of the Committee have been confirmed.

The Mayor will automatically be elected Deputy of the HR Committee.

A quorum will be a minimum of three members elected to the Committee.

Members as at 28th May 2024 are:

Name	Role
Cllr Fox	Chair of HR Committee
Cllr Haworth-Culf	Deputy of HR Committee
Cllr Jones	
Cllr Kevin Webster	

Responsibilities:

The HR Committee shall:

1. Work with the Town Clerk to ensure the applicable policies and procedures are in place by:
 - 1.1. Delegating the drafting and implementation of revised policies for the Town Council.

- 1.2. Reviewing existing and proposed policies for the Town Council.
2. Consider all complaints referred to the Committee, as submitted against the council's action or lack of action or about the standard of a service, whether the action was taken, or the service was provided by the council itself or a person or body acting on behalf of the council.
3. Ensure appropriate measures are in place to facilitate compliance with the Freedom of Information Act 2000.
4. Ensure a SAR policy is in place within the council and that internal procedures on handling of SARs are accurate and complied with.
5. If appropriate and upon resolution by the Council, investigate the circumstances and the effect(s) of an information security incident (data breach) as described under the Council's Information Security Incident Policy.
6. Formally record the incident and the associated response relating to Item 4 above for submission to the Town Council and undertake any reviews as outlined in the Information Security Incident Policy.
7. Monitor, review, recommend and consider all matters relating to the Council's staff, emoluments and conditions of service.
8. Review applications for staff positions and conduct interviews in accordance with agreed selection procedure.
9. Appoint Sub-Committees to consider disciplinary/grievance matters and appeals.

Method of Working

1. At the first meeting, business will include:
 - a) To receive any apologies for absence
 - b) To receive any Declarations of Interest
2. Meetings are to be held as and when required to prepare responses to all routine HR matters.
3. A summons and agenda will be sent out at least three clear working days prior to any HR Committee Meeting.
4. It may be necessary, depending on the item(s) to be discussed, to exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.
5. The Town Clerk (or a member of the HR Committee if the meeting concerns the Town Clerk) will be responsible for arranging the recording and distribution of the minutes.

6. A final version of the minutes will be uploaded to the Aldeburgh Town Council website once the draft minutes are approved at the next meeting of the HR Committee.



Property and Finance Working Group Terms of Reference

Role/Objectives of the Property and Finance Working Group:

The Property and Finance Working Group is appointed by and is solely accountable to Aldeburgh Town Council.

The Working Group's responsibilities are defined and agreed by Full Council, which may vote, at any time, to modify the Working Group's priorities and/or impose sanctions.

These Terms of Reference will reviewed and updated at least annually.

Membership:

The Working Group will consist of no fewer than five Councillors, but no greater than eight.

The Mayor and Deputy Mayor will have automatic membership.

Annually a Head of the Property and Finance Working Group will be elected at the first meeting following the Annual Meeting of the Town Council. This will happen after the members of the Working Group have been confirmed.

Subject to approval of Full Council, non-members may be invited to contribute to a particular Working Group project/discussion to enable access to expert and/or community input in Working Group recommendations to Full Council. Non-members will however not have voting rights.

Members as at 28th May 2024 are:

Name	Role
Cllr Fellowes	
Cllr Fox	
Cllr Haworth	
Cllr Haworth-Culf	
Cllr Jones	Head of Property and Finance
Cllr Webster	

Role of the Head of Property and Finance Working Group:

The Head of Property and Finance will have overall responsibility and accountability for assets owned by the Council and for supporting the Town Clerk, in their role as Responsible Finance Officer (RFO).

They will report back to Full Council monthly with recommendations for consideration.

Responsibilities:

The Working Group will:

1. Support the Town Clerk:
 - 1.1. To ensure the correct management and maintenance of the assets owned by Aldeburgh Town Council, to include properties, some leased to tenants, land, and equipment.
 - 1.2. In their role as Responsible Finance Officer, overseeing income and expenditure, reporting against budget, annual budgeting, banking and investments.
 - 1.3. To prepare budgets and identify precept levels to be taken to Full Council for approval.
 - 1.4. To ensure adequate financial controls are in place to utilize and protect the Council's finances and assets.
 - 1.5. To review and amend the Council's Financial Regulations annually and to ensure that the Council is observing the regulations.
 - 1.6. To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
 - 1.7. To monitor the Council's financial risk assessments and recommend changes where necessary.
2. Put forward to the Town Council proposals for any improvements, developments or any capital expenditure.
3. To lead on Procurement
 - 3.1. To invite organisations to tender using a Council email address with the Town Clerk in copy
 - 3.2. To receive tenders in accordance with the Council's Financial Regulations
 - 3.3. To present tenders in accordance with the Council's Financial Regulations.

4. To monitor the Council's financial risk assessments and recommend changes where necessary.
5. To ensure the Council assets are maintained, identifying adhoc repairs and maintenance that do not need to go through a procurement process and making the necessary arrangements, keeping the Town Clerk informed at all times.

Method of Working

1. At the first meeting, business will include:
 - a) To appoint the Deputy of the Working Group
 - b) To receive any apologies for absence
 - c) To receive any Declarations of Interest
 - d) To note the dates for the monthly Working Group meetings
 - e) To determine the necessity and frequency of additional meetings (considering the workload of participants)
 - f) To determine the date of additional meetings. This may include adhoc meetings throughout the year to keep on top of workload.
2. Working Group meetings will not be held in public; however, the Councils Standing Orders and Code of Conduct still apply.
3. The Working Group will meet at least monthly and will report back to Full Council on its progress each month.
4. If additional meetings are held (1e and 1f) they will be minuted by the Head of the Working Group or the Town Clerk (dependent on availability) and a copy of the minutes will be circulated by the Town Clerk ahead of each monthly Full Council meeting.
5. The quorum will be a minimum of three members.
6. The Property and Finance Working Group will be bound by the statement outlining the Aldeburgh Town Council position in relation to all Nationally Significant Infrastructure Projects (NSIPs) that was resolved on 28th May 2024.
7. In relation to items that need to go to Full Council for discussion and/or resolution:
 - 7.1. The Head of the Working Group will one week in advance of a Full Council meeting, request the Town Clerk to add agenda items.
 - 7.2. Relevant documentation, recommendations, proposed responses to consultations and/or input details will be submitted to the Town Clerk no later than the close of business the Thursday before any Full Council meeting.

- 7.3. Agreed written and in-person representations on behalf of Aldeburgh Town Council to be submitted to the relevant external body by the Town Clerk.
8. In relation to items that need to be addressed as a matter of urgency or where urgent representation is required:
 - 8.1. A Working Group meeting will need to be called
 - 8.2. The item will be the focus of the meeting
 - 8.3. The agreed response will be sent to the Town Clerk by the Head of the Working Group
 - 8.4. If a written response is required, the Town Clerk will submit the agreed response to the external body on behalf of the Council
 - 8.5. If no written response is required, the response will be held internally on SharePoint
9. All relevant papers will be distributed electronically at least 3 days in advance of a Working Group meeting.
10. Any Working Group recommendations shall be decided by a simple majority of Working Group members present at the meeting when the item is discussed, although the group should aim for consensus wherever possible.
11. All documents and records produced, and emails shared by Working Groups will be retained as per the Council's Data Retention Policy.
12. A Working Group does not have a budget, this remains with the Council.
13. The Working Group will disband at the end of the Civic Year/as requested by Full Council and will be reformed at the earliest opportunity.
14. The Head of the Working Group will bring/update any relevant policies and/or training to Full Council for approval.



Services Working Group Terms of Reference

Role/Objectives of the Services Working Group:

The Services Working Group is appointed by and is solely accountable to Aldeburgh Town Council.

The Working Group's responsibilities are defined and agreed by Full Council, which may vote, at any time, to modify the Working Group's priorities and/or impose sanctions.

These Terms of Reference will reviewed and updated at least annually.

Membership:

The Working Group will consist of no fewer than five Councillors, but no greater than eight.

Annually a Head of the Services Working Group will be elected at the first meeting following the Annual Meeting of the Town Council. This will happen after the members of the Working Group have been confirmed.

The Mayor and Deputy Mayor will have automatic membership.

All other members of the Council have the right to attend the meeting and make representations on the matters being discussed.

Subject to approval of Full Council, non-members may be invited to contribute to a particular Working Group project/discussion to enable access to expert and/or community input in Working Group recommendations to Full Council. Non-members will however not have voting rights.

Members as at 28th May 2024 are:

Name	Role
Cllr Fellowes	
Cllr Fox	
Cllr Haworth-Culf	
Cllr Langley	
Cllr Lumpkin	Head of Services

Cllr Osben	
Cllr Webster	

Role of the Head of Services Working Group:

The Head of Services will take overall responsibility for all services related projects and to work alongside other members of the Working Group to achieve its goals and objectives. They will report back to Full Council monthly with recommendations for consideration.

Responsibilities:

The Working Group will:

1. Work closely with Suffolk Highways on relevant issues
2. Work closely with East Suffolk Council on relevant issues
3. Work closely with the Police as and when required.
4. Be responsible and accountable for Emergency Planning Matters.
5. Remain responsible for any decisions and/or actions of the Energy Working Group.

Method of Working

1. At the first meeting, business will include:
 - a) To appoint the Deputy of the Working Group
 - b) To receive any apologies for absence
 - c) To receive any Declarations of Interest
 - d) To note the dates for the monthly Working Group meetings
 - e) To determine the necessity and frequency of additional meetings (considering the workload of participants)
 - f) To determine the date of additional meetings. This may include adhoc meetings throughout the year to keep on top of workload.
2. Working Group meetings will not be held in public; however, the Councils Standing Orders and Code of Conduct still apply.
3. The Working Group will meet at least monthly and will report back to Full Council on its progress each month.
4. If additional meetings are held (1e and 1f) they will be minuted by the Head of the Working Group or the Town Clerk (dependent on availability) and a copy of the minutes will be circulated by the Town Clerk ahead of each monthly Full Council meeting.

5. The quorum will be a minimum of three members.
6. The Services Working Group will be bound by the statement outlining the Aldeburgh Town Council position in relation to all Nationally Significant Infrastructure Projects (NSIPs) that was resolved on 28th May 2024.
7. In relation to items that need to go to Full Council for discussion and/or resolution:
 - 7.1. The Head of the Working Group will one week in advance of a Full Council meeting, request the Town Clerk to add agenda items.
 - 7.2. Relevant documentation, recommendations, proposed responses to consultations and/or input details will be submitted to the Town Clerk no later than the close of business the Thursday before any Full Council meeting.
 - 7.3. Agreed written and in-person representations on behalf of Aldeburgh Town Council to be submitted to the relevant external body by the Town Clerk.
8. In relation to items that need to be addressed as a matter of urgency or where urgent representation is required:
 - 8.1. A Working Group meeting will need to be called
 - 8.2. The item will be the focus of the meeting
 - 8.3. The agreed response will be sent to the Town Clerk by the Head of the Working Group
 - 8.4. If a written response is required, the Town Clerk will submit the agreed response to the external body on behalf of the Council
 - 8.5. If no written response is required, the response will be held internally on SharePoint.
9. All relevant papers will be distributed electronically at least 3 days in advance of a Working Group meeting
10. Any Working Group recommendations shall be decided by a simple majority of Working Group members present at the meeting when the item is discussed, although the group should aim for consensus wherever possible.
11. All documents and records produced, and emails shared by Working Groups will be retained as per the Council's Data Retention Policy.
12. A Working Group does not have a budget, this remains with the Council.

13. The Working Group will disband at the end of the Civic Year/as requested by Full Council and will be reformed at the earliest opportunity.
14. The Head of the Working Group will bring/update any relevant policies and/or training to Full Council for approval.



Energy Working Group Terms of Reference

Role/Objectives of the Energy Working Group:

The Energy Working Group is appointed by and is accountable to the Services Working Group and to Aldeburgh Town Council.

The Working Group's responsibilities are defined and agreed by Full Council, which may vote, at any time, to modify the Working Group's priorities and/or impose sanctions.

These Terms of Reference will be reviewed and updated at least annually by Full Council.

Membership:

The Working Group will consist of no fewer than five Councillors, but no greater than eight.

Annually a Head of the Energy Working Group will be elected at the first meeting following the Annual Meeting of the Town Council. This will happen after the members of the Working Group have been confirmed.

The Mayor and Deputy Mayor will have automatic membership.

All other members of the Council have the right to attend the meeting and make representations on the matters being discussed.

Subject to approval of Full Council, non-members may be invited to contribute to a particular Working Group project/discussion to enable access to expert and/or community input in Working Group recommendations to Full Council. Non-members will however not have voting rights.

Members as at 28th May 2024 are:

Name	Role
Cllr Fellowes	Head of Energy Council Rep: Sizewell C Forum
Cllr Fox	
Cllr Haworth-Culf	
Cllr Lumpkin	Council Rep: Sizewell Stakeholders Group A & B
Cllr Osben	Council Rep: Sizewell Stakeholders Group A & B
Cllr Webster	

Role of the Head of Energy Working Group:

The Head of Energy will take overall responsibility for all Nationally Strategic Infrastructure Projects / DCO and will work alongside other members of the Working Group to achieve its goals and objectives.

They will update the Head of Services about future meetings in advance of them taking place.

They will report back to Full Council monthly with recommendations for consideration.

Responsibilities:

The Working Group will monitor and provide regular updates and recommendations in relation to the Nationally Strategic Infrastructure Projects (NSIPs).

Method of Working

1. At the first meeting, business will include:
 - a) To appoint the Deputy of the Working Group
 - b) To receive any apologies for absence
 - c) To receive any Declarations of Interest
 - d) To note the dates for the monthly Working Group meetings
 - e) To determine the necessity and frequency of additional meetings (considering the workload of participants)
 - f) To determine the date of additional meetings. This may include adhoc meetings throughout the year to keep on top of workload.
2. Working Group meetings will not be held in public; however, the Councils Standing Orders and Code of Conduct still apply.
3. The Working Group will meet at least monthly and will report back to Full Council on its progress each month.
4. If additional meetings are held (1e and 1f) they will be minuted by the Head of the Working Group or the Town Clerk (dependent on availability) and a copy of the minutes will be circulated by the Town Clerk ahead of each monthly Full Council meeting.
5. The quorum will be a minimum of three members.
6. The Energy Working Group and the Sizewell Stakeholders Group A & B and Sizewell C Forums Council Representatives will be bound by the statement outlining the Aldeburgh Town Council position in relation to all Nationally Significant Infrastructure Projects (NSIPs) that was resolved on 28th May 2024.

7. In relation to items that need to go to Full Council for discussion and/or resolution:
 - 7.1. The Head of the Working Group will one week in advance of a Full Council meeting, request the Town Clerk to add agenda items and will copy in the Head of Services.
 - 7.2. Relevant documentation, recommendations, proposed responses to consultations and/or input details will be submitted to the Town Clerk no later than the close of business the Thursday before any Full Council meeting.
 - 7.3. Agreed written and in-person representations on behalf of Aldeburgh Town Council to be submitted to the relevant external body by the Town Clerk.
8. In relation to items that need to be addressed as a matter of urgency or where urgent representation is required:
 - 8.1. A Working Group meeting will need to be called
 - 8.2. The item will be the focus of the meeting
 - 8.3. The agreed response will be sent to the Town Clerk and the Head of Services by the Head of the Energy Working Group
 - 8.4. If a written response is required, the Town Clerk will submit the agreed response to the external body on behalf of the Council
 - 8.5. If no written response is required, the response will be held internally on SharePoint
9. All relevant papers will be distributed electronically at least three days in advance of a Working Group meeting.
10. All documents and records produced, and emails shared by Working Groups will be retained as per the Council's Data Retention Policy.
11. A Working Group does not have a budget, this remains with the Council.
12. The Working Group will disband at the end of the Civic Year/as requested by Full Council and will be reformed at the earliest opportunity.
13. The Head of the Working Group will bring/update any relevant policies and/or training to Full Council for approval.



Grants, Requests and Events Working Group Terms of Reference

Role/Objectives of the Grants, Requests and Events Working Group:

The Grants, Requests and Events Working Group is appointed by and is solely accountable to Aldeburgh Town Council.

The Working Group's responsibilities are defined and agreed by Full Council, which may vote, at any time, to modify the Working Group's priorities and/or impose sanctions.

These Terms of Reference will reviewed and updated at least annually.

Membership:

The Working Group will consist of all Councillors and the Mayor will be elected as the Head of the Grants, Requests and Events Working Group.

Annually a Head of the Grants, Requests and Events Working Group will be elected at the first meeting following the Annual Meeting of the Town Council. This will happen after the members of the Working Group have been confirmed.

The Deputy Mayor will have automatic membership.

Subject to approval of Full Council, non-members may be invited to contribute to a particular Working Group project/discussion to enable access to expert and/or community input in Working Group recommendations to Full Council. Non-members will however not have voting rights.

Members as at 28th May 2024 are:

Name	Role
Cllr Bond	
Cllr Fellows	
Cllr Fox	
Cllr Haworth	
Cllr Haworth-Culf	Head of Grants, Requests and Events
Cllr Howard-Dobson	
Cllr Jones	
Cllr Langley	

Cllr Lumpkin	
Cllr Osben	
Cllr Kevin Webster	

Role of the Head of Grants, Requests and Events Working Group:

The Head of the Grants, Requests and Events will take overall responsibility for all for all grant requests, event and/or any other request that may fall under the Aldeburgh Town Council remit as well as Aldeburgh Town Council event planning and will work alongside other members of the Working Group to achieve its goals and objectives.

They will report back to Full Council monthly with recommendations for consideration.

Responsibilities:

The Working Group will:

1. Review grant applications made to the Council by individuals and outside bodies for funding or assistance.
2. Review requests for monetary help or for permission to use Council land etc.
3. Review requests from individuals and/or outside bodies to hold events within Aldeburgh.
4. Take the lead on the organization and planning of Aldeburgh Town Council events such as Mayor’s Sunday, Remembrance Sunday and Fireworks.

Method of Working

1. At the first meeting, business will include:
 - a) To appoint the Deputy of the Working Group
 - b) To receive any apologies for absence
 - c) To receive any Declarations of Interest
 - d) To note the dates for the monthly Working Group meetings
 - e) To determine the necessity and frequency of additional meetings (considering the workload of participants)
 - f) To determine the date of additional meetings. This may include adhoc meetings throughout the year to keep on top of workload.
2. Working Group meetings will not be held in public; however, the Councils Standing Orders and Code of Conduct still apply.
3. The Working Group will meet at least monthly and will report back to Full Council on its progress each month.

4. If additional meetings are held (1e and 1f) they will be minuted by the Head of the Working Group or the Town Clerk (dependent on availability) and a copy of the minutes will be circulated by the Town Clerk ahead of each monthly Full Council meeting.
5. The quorum will be a minimum of three members.
6. The Grants, Requests and Events Working Group will be bound by the statement outlining the Aldeburgh Town Council position in relation to all Nationally Significant Infrastructure Projects (NSIPs) that was resolved on 28th May 2024.
7. In relation to items that need to go to Full Council for discussion and/or resolution:
 - 7.1. The Head of the Working Group will one week in advance of a Full Council meeting, request the Town Clerk to add agenda items.
 - 7.2. Relevant documentation, recommendations, proposed responses to consultations and/or input details will be submitted to the Town Clerk no later than the close of business the Thursday before any Full Council meeting.
 - 7.3. Agreed written and in-person representations on behalf of Aldeburgh Town Council to be submitted to the relevant external body by the Town Clerk.
8. In relation to items that need to be addressed as a matter of urgency or where urgent representation is required:
 - 8.1. A Working Group meeting will need to be called
 - 8.2. The item will be the focus of the meeting
 - 8.3. The agreed response will be sent to the Town Clerk by the Head of the Working Group
 - 8.4. If a written response is required, the Town Clerk will submit the agreed response to the external body on behalf of the Council
 - 8.5. If no written response is required, the response will be held internally on SharePoint
7. All relevant papers will be distributed electronically at least 3 days in advance of a Working Group meeting.
8. Any Working Group recommendations shall be decided by a simple majority of Working Group members present at the meeting when the item is discussed, although the group should aim for consensus wherever possible.

9. All documents and records produced, and emails shared by Working Groups will be retained as per the Council's Data Retention Policy.
10. A Working Group does not have a budget, this remains with the Council.
11. The Working Group will disband at the end of the Civic Year/as requested by Full Council and will be reformed at the earliest opportunity.
12. The Head of the Working Group will bring/update any relevant policies and/or training to Full Council for approval.



Council Representatives on External Bodies Terms of Reference

Definition of an Outside Body

For our purposes an outside body can be loosely defined as either a corporate or an unincorporated body which is not part of the Council's own governance structure but whose work helps in some way towards fulfilling the Council's own responsibilities and/or improving community life in Aldeburgh.

The term can embrace a diverse range of organisational purposes and structures and is in effect a "label of convenience" rather than an exact description. We have categorised outside bodies as either strategic, ward-based or general in nature.

Role/Objectives of the Council Representatives:

1. A Town Council representative on an outside body represents the Council as a body rather than acting in a personal capacity. This means that a Town Council representative must always act in accordance with Council policies and bear in mind the limitations of the Council as a corporate body, as well as the opportunities which Council involvement can offer to any outside group.
2. Town Council representatives on outside bodies allow those bodies to tap into the expertise and knowledge of the Council and councillors' links with other public sector organisations, such as the County and District councils and the Police.
3. Council Representative duties are defined and agreed by Full Council, which may vote, at any time, to modify all or any one of the Council Representatives priorities.
4. Council Representatives are bound by the statement outlining the Aldeburgh Town Council position in relation to all Nationally Significant Infrastructure Projects (NSIPs) that was resolved on 28th May 2024.
5. A Town Council representative should not commit Council resources or support, whether financial or 'in kind', to an outside body but should bring all such requests back to Council in writing for consideration.
6. Administrative support by Council staff is not available to outside bodies nor to Town Council representatives on outside bodies. Town Council representatives are responsible for carrying out the administration to support their own role.

7. Town Council representatives must update Council regularly about the outside bodies they are involved in. This should be done by providing a short update report and/or the minutes from the most recent meeting to the Town Clerk by no later than the Wednesday prior to the monthly Council meetings.
8. Minutes of outside bodies' meetings will be circulated to all councillors at the time of sharing the meeting pack for each Full Council meeting.
9. No verbal reports will be permitted to be given at the Council Meeting so if a deadline is missed, the report will be circulated at the earliest opportunity.
10. Town Council representatives should attend as many meetings of an outside body as they are reasonably able and send apologies if they are not able to attend a meeting.
11. The Council expects its representatives to be kept informed of all meetings of outside bodies in a timely fashion and also expects that all paperwork will be shared with them.
12. Any outside body is free to reject a specific Council representative on the understanding that his/her replacement will be nominated by Council, not by the outside body.
13. Repeated non-attendance at meetings without good reason offers valid grounds to reject a specific Council representative.
14. All outside groups are free to inform the Council at any time that Council representatives are no longer required, if their constitution so allows.

General Advice to Representatives on Outside Bodies:

1. Ensure that you know the legal status of the organisation - read their constitution.
2. Make any general declarations of interest at your first meeting;
3. Act with integrity;
4. Ask questions and make reasonable enquiries;
5. Observe duties of confidentiality (in both directions);
6. Carefully consider any conflicts of interest, declare interests, and if appropriate, leave the room for consideration of the business;

7. Do not vote on any matters unless the council had requested you vote on their behalf.
8. Take advice from the Monitoring Officer, and the Town Clerk as appropriate.

These Terms of Reference will be reviewed and updated at least annually.

External Bodies that Aldeburgh Town Council has representatives on, at 28th May 2024:

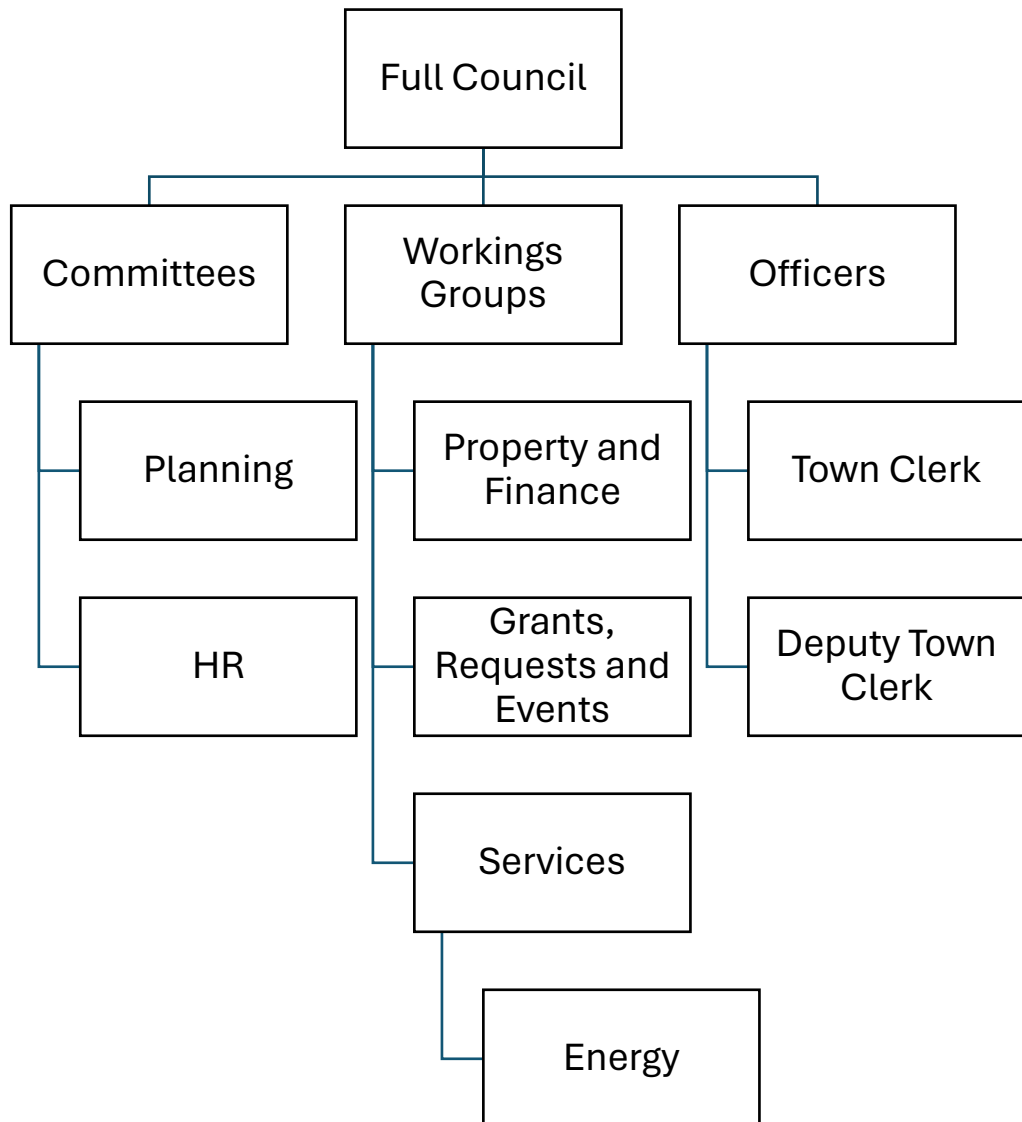
External body	Council Representative
Alde & Ore Association / Alde & Ore Community Partnership	Cllr Bond
Aldeburgh, Leiston & Saxmundham Community Partnership (Suffolk Community Partnership)	Cllr Lumpkin Cllr Bond (stand-in)
Aldeburgh Library	Cllr Fellowes to circulate minutes
Aldeburgh Museum	Cllr Howard-Dobson
Aldeburgh Primary School	Cllr Haworth
Aldeburgh Society	Cllr Jones Cllr Haworth-Culf (stand-in)
Aldeburgh United Charities	Cllr Haworth-Culf
Carnival Committee	Cllr Haworth-Culf Cllr Webster
Citizens Advice	Town Clerk to circulate minutes
Fairfield Centre	Cllr Fox
Jubilee Hall	Cllr Howard-Dobson
Neighbourhood Watch	Town Clerk to circulate minutes
Old Generator Station (OGS)	Cllr Howard-Culf Cllr Jones Cllr Webster
Park Road Frontage's Association	Cllr Jones
Royal National Lifeboat Institution (RNLI)	Cllr Webster
Suffolk Association of Local Council	Cllr Fellowes Cllr Lumpkin (stand-in)
Suffolk Police	Town Clerk to circulate information as received, otherwise a link is provided on each agenda and minutes
Suffolk Preservation Society	Cllr Howard-Dobson Cllr Fox (stand-in)
Sizewell C Forums	Cllr Fellowes
Sizewell Stakeholders Group A & B	Cllr Osben to circulate minutes Cllr Lumpkin (stand-in)

Item 79: Proposed Working Groups

The Mayor and Deputy Mayor are ex-officio members of all Working Groups

- Grants, Requests and Events
- Property and Finance
- Services
 - Energy (sub-working group of Services)

Below is an outline of the structure for Councillors to agree to:





Public Participation Policy

Meetings of the Town Council are not public meetings, but members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Town Council Mayor authorises them to do so. However, as part of its community engagement, Town Councils can set out a time for public participation at an agreed time when members of the public are invited to speak.

Members of the public should not be involved in the decision-making of the Council. The Council should not make any instant decisions at the behest of members of the public on items that are not included in the agenda. As a matter of best practice, the public forum will be kept separate from the debate of the councillors. If matters raised are not on the agenda for the meeting these can be used to form part of the agenda for a future meeting at the discretion of the Council.

Members of the public are welcome to stay for the Council meeting after the public session as observers but will not be able to join in the discussion unless invited to do so by the Mayor.

Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues).

OPEN PUBLIC FORUM RULES

- This session will be limited to a maximum of 15 minutes.
- The time for each member of the public to speak is limited to 3 minutes.
- Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- If the issue is on the agenda, then it will be discussed under the appropriate item. Members of the public are therefore requested to leave their contact details with the Clerk before leaving the Council meeting if they wish to receive a reply to their query.
- If more than one member of the public wishes to speak on the same topic then they should nominate one person to speak on their behalf. This will avoid duplication and make the best use of the public participation period.
- Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

- A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- The Chairman has the right to say that any question or statement is inappropriate and will not be accepted.
- Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made under public participation. Members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes.
- A question raised by a member of the public during a public speaking session shall not require an immediate response and there should be no debate or discussion between the Council and the public. The chair of the meeting may direct that a written or oral response be given.
- All statements, questions and responses must be related to the facts of the matter and not be personal in nature. There should be no reference to personal views on any person.
- A brief record of topics raised at public participation will be kept. But slanderous, offensive, and discriminatory comments will not be noted.
- All person's present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely.
- Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting, the Council reserves the right to curtail the contribution of that person and exclude a disorderly person.
- Written statements must be received by the Clerk at least 5 days prior to the meeting.
- The Council reserves the right to vary any element of this policy if it is felt that it will be of benefit.



Vexatious Complainer Policy

Introduction:

Aldeburgh Town Council recognises that it has a duty to deal with complaints about issues within its remit, in an equitable, efficient and effective manner. In doing so, the Town Council must ensure that public money is spent wisely and achieves value for complainants and the wider public.

The Council will follow this policy if a complainant behaves in ways, which can:

- Impede the investigation of the complaint
- Have significant resource implications
- Inhibit the complaints service to others
- Be offensive, abusive or threatening.

Aims of the policy:

- Not to prevent or deter complainants from pressing their concerns but to manage each case properly, consistently, fairly and respectfully.
- To ensure that the complaint, not the complainant is the issue during any procedure and decision making.
- The Council will seek to ensure that its actions are in accordance with its obligations under the Human Rights Act 1998 and the Convention Rights embodied within it in order to protect the human rights of persistent complainants, those dealing with the Council directly or indirectly and service users.
- To establish guidelines for identifying unreasonably persistent complainants and/or vexatious complainants

These aims will be achieved through:

- Procedure
- Decision
- Action after decision
- Review

Guidelines:

Criticism, seeking information, confirmation or explanation during a complaint's procedure should not be regarded as a complaint.

Care should be taken that an aggrieved complainant, who is unhappy with an outcome and challenges it on more than one occasion, should not be labelled unreasonably persistent or vexatious. The complainant must be assured that it is the persistency of complaint and its effects, not the complainant that is to be addressed.

The Town Council and Clerk should try keeping open the lines of communication with appropriate support e.g. clarifying the reason for the outcome; relevant support for a complainant with special needs; suggesting an independent representative to help present his/her case.

Any action taken as a result of proven persistent and/or vexatious complaint should be proportionate to the degree of annoyance/aggravation caused.

It should be recognised that persistent complainants should not be considered to be unreasonably persistent or vexatious unless;

- Their complaints or grievances are pursued inappropriately
- They are seeking to cause unnecessary aggravation and annoyance to the Town Council or Clerk.
- Their complaints or grievances hamper the provision of services by the Town Council or Clerk.

Features of Inappropriateness:

- Intent on pursuing complaints with no substance or which have already been investigated and settled.
- Refusal to specify grounds for complaint despite offers of assistance from the Town Council or Clerk.
- Refusal to co-operate with the complaints investigation process whilst still wanting the complaint to be resolved.
- Not accepting that the issues are not within the remit of the complaints policy and procedure despite having appropriate information.
- Refusal to accept the limit of the Town Council's powers and the conclusion of the complaints procedure.
- Insisting the complaint is dealt with in a way incompatible with procedures or good practice.
- Continuing to make frequent demands of the complaints procedure after the unreasonableness has been explained in writing.

- Harassment or verbal abuse of councillors, their family and associates in relation to the complaint.
- Raising new issues after complaints procedure under way.
- Electronically recording meetings without consent of those involved.
- Persistently raising the same issue through different routes.
- Changing the basis of the complaint without reasonable justification during the complaint's procedure.
- Denying statements made at earlier stages of the complaint's procedure.
- Refusal to accept documental evidence as fact.

Procedure:

Where there is the possibility of an unreasonably persistent and/or vexatious complainant, the matter should be brought to the attention of the Mayor or Deputy Mayor who will review all relevant communications to ensure that the complaint has been dealt with according to the Town Council's complaints procedure.

The Mayor or Deputy Mayor will contact the complainant by whatever method is the most appropriate e.g. either by letter or informal meeting in an effort to resolve the situation.

In the case of a meeting:

If there is a personality issue, the complainant may nominate another councillor who will be made aware of all the facts. A complainant may wish to bring a representative. The Town Council will give appropriate support (e.g. special needs) to the complainant in choosing a representative etc.

The Mayor/Deputy Mayor will:

- Listen to the grievances/complaints.
- Assure the complainant of confidentiality with personal details.
- Carefully explain what action the Town Council has taken within its remit to resolve the complaint.
- Offer any relevant support about the complaints procedure to the complainant
- Suggest complaint structures available if complaint is outside the Town Council's remit.
- Explain how the complainant's actions are of concern to the Town Council.
- Explain how his/her actions are hampering the complaints procedure.

- Explain what actions the Council may take.
- Seek an assurance that the persistent/unreasonable nature of complaint will be addressed.

The outcome and relevant details of the meeting should be noted.

Decision:

If the complainant continues to behave in unreasonable and/or vexatious way, the Mayor or Deputy Mayor may seek the approval of the Town Council to follow the policy and agree what action(s) to take.

The complainant will be advised by letter from the Town Clerk of this action.

Options for action:

- Request contact be in one particular form.
- Request contact to be with one named person.
- Request contact to be at one particular time.
- Refusal to accept a form of contact e.g. blocking of e-mails etc.
- Request contact to be made in the presence of an appropriate witness.
- Letting the complainant know that the Town Council will not reply or acknowledge any further contact on a specific topic of that complaint.

Action after decision:

The Town Clerk will write to the complainant explaining:

- Why the decision was made.
- What action the Town Council will take.
- The duration of the action.
- The review process of this policy.
- The rights the complainant has for appeal with copies of guidelines and forms for appeal e.g. Local government Ombudsman, The Standards Board.
- The right of the individual to obtain independent professional/legal advice.
- The Town Council will record the decision and hold all relevant correspondence etc, except all personal details about the complaint and the complainant, which will be stored appropriately in line with Data Protection.
- The Clerk will notify all town councillors.

Care must be taken that the Mayor or Deputy Mayor treats any new complaints from any person who has come under the policy on its merit.

The Council reserves the right to vary any element of this policy if it is felt that it would be of benefit to the process.

Review:

The status of an unreasonably persistent and/or vexatious complainant will be reviewed after 6 months. The complainant will be notified of the result if the decision to apply the policy has been reversed.



Handling Complaints Policy

1. The following policy and procedure will be adopted for dealing with complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council for consideration.
2. This procedure does not cover complaints about the conduct of a Member of Aldeburgh Town Council. These should be referred to the Monitoring Officer at East Suffolk Council.
3. If a complaint about procedures, administration, or the actions of any of the Council's employees is notified orally to a Councillor, or to the Town Clerk, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
4. The complainant will be asked to put the complaint in writing, either in a letter or email, to the Town Clerk at the address given at the end of this document. The complaint will be dealt with within 14 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.
5. If the complainant prefers not to put the complaint to the Town Clerk (because the matter relates to the Town Clerk, for example) he or she should write to the Mayor.
6. On receipt of a written complaint, the Town Clerk (except where the complainant is about his or her own actions) or Mayor (if the complaint relates to the Town Clerk), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the complaint at this stage.
7. Where the Town Clerk or a Councillor receives a written complaint about the Town Clerk's actions, he or she shall refer the complaint to the Mayor. The Town Clerk to the Council will be formally advised of the matter and given an opportunity to comment.
8. The Town Clerk (or Mayor) will report any complaint disposed of by direct action with the complainant to the next meeting of Full Council.
9. The Town Clerk (or Mayor) will report any complaint that has not been resolved to the next meeting of Full Council. The Town Clerk will notify the complainant of the date on which the complaint will be considered, and the complainant will be offered an opportunity to explain the complaint to Full Council orally.

10. Matters relating to Grievance or Disciplinary proceedings that are taking place, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures.
 11. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Full Council meeting in public.
 12. The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.
 13. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
 14. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered, and the complaint dealt with at the next meeting after the advice has been received.
 15. The Council reserves the right to vary any element of this policy if it is felt that it would be of benefit to the process.
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If you wish to make a complaint please write to the Town Clerk, as follows:

Kim Puttock
Town Clerk
Aldeburgh Town Council
The Moot Hall
Market Cross Place
Aldeburgh
IP15 5DS

Or email the complaint to townclerk@aldeburghtowncouncil.co.uk



Co-Option of Councillors Policy

Vacancies may exist following an election in which there were insufficient candidates, or during the term of a council due to resignation etc. The latter are known as 'casual vacancies' which must be notified to the local community. If a by-election is not required, the Council must endeavour to fill the vacancies by co-option.

Casual Vacancy

According to section 87 of the 1972 Act, a casual vacancy occurs when:

- a councillor fails to deliver his declaration of acceptance of office at the proper time; **or**
- a councillor resigns; **or**
- a councillor dies; **or**
- a councillor becomes disqualified or the expiry period for making an application or appeal or, if an appeal or application has been made, the date that any such application or appeal process comes to an end; **or**
- on the date of a report or certificate of an election court that declares an election void; **or**
- a councillor fails to attend parish council-related meetings for six consecutive months.

Notification

The Clerk to the Council will notify the Electoral Services department of East Suffolk Council that a vacancy has arisen. Under section 87(2)(b) of the 1972 Act, the local council must give public notice of all vacancies as soon as practicable after the casual vacancy is deemed to have occurred and in accordance with the requirements of section 232 of the 1972 Act.

A Notice for the Town Council to publish on its web site and on physical noticeboards in each parish village by the Clerk, will be provided by the Electoral Services Department thus providing everyone an opportunity to request an election if they wish to do so.

The Electoral Services team will advise the Clerk of relevant dates and deadlines relating to the vacancy, which must be adhered to by law.

Rule 5 of the Local Elections (Parishes and Communities) (England and Wales) Rules 2006, provides that on a casual vacancy occurring in the office of Town Councillor, an election to fill the vacancy shall be held if within fourteen days after the date of this notice has been given in accordance with section 87(2) of the Local Government Act

1972, notice in writing of a request for such an election has been given to the proper officer of the council of the district within which the Town is situated by TEN electors for the Town.

The electoral officer will advise the Clerk of the closing date.

Once a poll has been requested for a casual vacancy, it is no longer permissible for a Town Council to seek to fill such a vacancy by co-option, even if the initial poll does not result in any person being nominated for election.

By-Elections

If a by-election is called, a polling station will be set up by East Suffolk Council and the people of the town will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper.

The Town Council is obliged to pay the costs of the election.

If more than one candidate is nominated, a by-election takes place; if only one candidate applies, they would be duly elected without a ballot (subject to eligibility).

Initiating Co-Option

If no by-election is called, the Electoral Services office from East Suffolk Council will confirm to the Clerk in writing that the casual vacancy can be filled through the co-option process. The Town Council must, therefore, as soon as practicable after the expiry of the 14-day period fill the vacancy by co-option of a suitably qualified volunteer (see eligibility rules below).

The exception to this rule is in the case of a casual vacancy occurring within six months of the day on which the councillor would normally have retired from office (i.e. four days after the next ordinary election). In these circumstances, the Town Council may wait until the next scheduled elections.

The Town Council is not obliged to fill any vacancy and therefore even if it invites application for co-option, it is not compelled to select anyone from the candidates who apply.

Councillors elected by co-option are full members of the Parish Council.

Qualifying criteria for holding office

Unless disqualified, under s.79, Local Government Act 1972 a person is qualified to be elected (or co-opted) to a council if they are a qualifying Commonwealth citizen, or an EU citizen, are 18 years of age or over and:

- on that day they are and continue to be an elector for the town; or

- during the whole of the previous 12 months have occupied as owner/tenant any land or other premises in that area; or
- their principal or only place of work during that 12 month has been in that area; **or**
- has resided in, or within three miles of, the Town for the past twelve months.

Disqualification from office

Under s.80 of the 1972 Act, a person is disqualified from being a Town Councillor if they:

- hold any paid office or employment with the Town Council; **or**
- is the subject of a bankruptcy restrictions order, an interim restrictions order, a debt relief restrictions order, or interim order; **or**
- have been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years; **or**
- have been disqualified under any enactment relating to corrupt or illegal electoral practices.

Applications

Candidates are asked to submit the attached form which enables them to confirm that they meet the qualifying criteria and are not disqualified, as well as to provide some basic information to help the Council choose in the event of there being more applicants than vacant seats.

At the meeting

When applications have been received, the co-option will be placed on the agenda of a suitable meeting of the Town Council.

If there are the same number of, or less, eligible candidates than vacancies then the Council simply resolves to co-opt them on to the Council. Where there are more candidates than vacant seats, the Council will select the required number.

The selection will be an open, fair process with the public present, including candidates unless they choose to leave.

Each candidate will be given an opportunity to briefly address the Council should they wish.

All valid applications will be considered, including those of candidates not present. In cases of more than one vacancy, each will be dealt with separately. Members will be asked to vote for their preferred candidate. An absolute majority is required and if there are more than two candidates, the process in (model) standing order 8 will be followed.

Once the process has been completed, the Council then co-opts them to the Council with a formal resolution. The successful candidates take office immediately and can take part in the remainder of the meeting should they wish to do so. New councillors must make a declaration of acceptance of office and, where possible, this will be dealt with at that meeting, but the law only requires it to be made at/before the next meeting (or a later meeting agreed by Council).

All councillors are required under the Localism Act 2011 to complete a Notification of Disclosable Pecuniary and Other Interests form within 28 days of taking office. The Clerk to the Council will forward this to the Monitoring Officer of the district council.



Employee Disciplinary Policy

1. Policy Statement

- 1.1. The aims of this Disciplinary Procedure and its associated Disciplinary Rules are to set out the standards of conduct expected of all staff and to provide a framework within which managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement where necessary. The standards of conduct expected of all employees are set out in the Disciplinary Rules which are appended to this procedure.
- 1.2. It is our policy to ensure that any disciplinary matter is dealt with fairly and that steps are taken to establish the facts and to give employees the opportunity to respond before taking any formal action.
- 1.3. This procedure does not form part of any employee's contract of employment and it may be amended at any time. We may also vary this procedure, including any time limits, as appropriate in any case.

2. Who is covered by the procedures?

The procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

3. What is covered by the procedure?

- 3.1. This procedure is used to deal with misconduct. It does not apply to cases involving genuine sickness absence, proposed redundancies or poor performance. In those cases reference should be made to the appropriate policy or procedure.
- 3.2. Minor conduct issues can often be resolved informally between you and the Chairman. These discussions should be held in private and without undue delay whenever there is cause for concern. Where appropriate, a note of any such informal discussions may be placed on your personnel file but will be ignored for the purposes of any future capability hearings. In some cases an informal verbal warning may be given, which will not form part of your disciplinary records. Formal steps will be taken under this procedure if the matter is not resolved, or if informal discussion is not appropriate (for example, because of the seriousness of the allegation).
- 3.3. You will not normally be dismissed for a first act of misconduct, unless we decide it amounts to gross misconduct or you have not yet completed your probationary period.
- 3.4. If you have difficulty at any stage of the procedure because of a disability, you should discuss the situation with the Chairman as soon as possible.

4. Confidentiality

- 4.1. Our aim is to deal with disciplinary matters sensitively and with due respect for the privacy of any individuals involved. All employees must treat as confidential any information communicated to them in connection with an investigation or disciplinary matter.
- 4.2. You, and anyone accompanying you (including witnesses), must not make electronic recordings of any meetings or hearings conducted under this procedure.
- 4.3. You will normally be told the names of any witnesses whose evidence is relevant to disciplinary proceedings against you, unless we believe that a witness's identity should remain confidential.

5. Investigations

- 5.1. The purpose of an investigation is for us to establish a fair and balanced view of the facts relating to any disciplinary allegations against you, before deciding whether to proceed with a disciplinary hearing. The amount of investigation required will depend on the nature of the allegations and will vary from case to case.

It may involve interviewing and taking statements from you and any witnesses, and/or reviewing relevant documents.

We will appoint the Chair/Deputy Chair or members of the HR Committee to investigate and we will set out a provisional timetable for the investigation, which will be communicated to all parties. The investigation will be thorough, impartial and objective. We reserve the ability to appoint an independent third party to investigate the allegations made.

- 5.2. Investigative interviews are solely for the purpose of fact-finding and no decision on disciplinary action will be taken until after a disciplinary hearing has been held.
- 5.3. You do not normally have the right to bring a companion to an investigative interview. However, we may allow you to bring a companion if it helps you to overcome any disability, or any difficulty in understanding English.
- 5.4. You must co-operate fully and promptly in any investigation. This will include informing us of the names of any relevant witnesses, disclosing any relevant documents to us and attending investigative interviews if required.

6. Criminal Charges

- 6.1. Where your conduct is the subject of a criminal investigation, charge or conviction we will investigate the facts before deciding whether to take formal disciplinary action.

- 6.2. We will not usually wait for the outcome of any prosecution before deciding what action, if any, to take. Where you are unable or have been advised not to attend a disciplinary hearing or say anything about a pending criminal matter, we may have to take a decision based on the available evidence.
- 6.3. A criminal investigation, charge or conviction relating to conduct outside work may be treated as a disciplinary matter if we consider that it is relevant to your employment.

7. Suspension

- 7.1. In some circumstances we may need to suspend you from work. The suspension will be for no longer than is necessary to investigate the allegations and we will confirm the arrangements to you in writing. While suspended you should not visit our premises or contact any of our suppliers, contractors or staff, unless you have been authorised to do so by the Chairperson or Vice Chairperson.
- 7.2. Suspension of this kind is not a disciplinary penalty and does not imply that any decision has already been made about the allegations. You will continue to receive your full [basic] salary and benefits during the period of suspension.

8. Notification of a hearing

- 8.1. Following any investigation, if we consider there are grounds for disciplinary action, you will be required to attend a disciplinary hearing. We will inform you in writing of the allegations against you, the basis for those allegations, and what the likely range of consequences will be if we decide after the hearing that the allegations are true. We will also include the following where appropriate:
 - a) a summary of relevant information gathered during the investigation;
 - b) a copy of any relevant documents which will be used at the disciplinary hearing; and
 - c) a copy of any relevant witness statements, except where a witness's identity is to be kept confidential, in which case we will give you as much information as possible while maintaining confidentiality.
- 8.2. We will give you written notice of the date, time and place of the disciplinary hearing. The hearing will be held as soon as reasonably practicable, but you will be given a reasonable amount of time to prepare your case based on the information we have given you.

9. The right to be accompanied

- 9.1. You may bring a companion to any disciplinary hearing or appeal hearing under this procedure. The companion may be either a trade union representative or a colleague. You must tell the Chair/Deputy Chair or HR Committee member, who your chosen companion is, in good time before the hearing.

- 9.2. A companion is allowed reasonable time off from duties without loss of pay but no- one is obliged to act as a companion if they do not wish to do so.
- 9.3. If your choice of companion is unreasonable, we may require you to choose someone else, for example:
 - a) if in our opinion your companion may have a conflict of interest or may prejudice the hearing; or
 - b) if your companion works at another site and someone reasonably suitable is available at the site at which you work; or
 - c) if your companion is unavailable at the time a hearing is scheduled and will not be available for more than five working days.
- 9.4. We may, at our discretion, allow you to bring a companion who is not a colleague or union representative (for example, a member of your family) where this will help overcome a disability, or where you have difficulty understanding English.

10. Procedure at disciplinary hearings

- 10.1. If you or your companion cannot attend the hearing you should inform us immediately and we will arrange an alternative time. You must make every effort to attend the hearing, and failure to attend without good reason may be treated as misconduct in itself. If you fail to attend without good reason or are persistently unable to do so (for example for health reasons), we may have to take a decision based on the available evidence.
- 10.2. The hearing will be chaired by the Chair/Deputy Chair or HR Committee member. You may bring a companion with you to the disciplinary hearing (see paragraph 9).
- 10.3. At the disciplinary hearing we will go through the allegations against you and the evidence that has been gathered. You will be able to respond and present any evidence of your own. Your companion may make representations to us and ask questions but should not answer questions on your behalf. You may confer privately with your companion at any time during the hearing.
- 10.4. You may ask relevant witnesses to appear at the hearing, provided you give us sufficient advance notice to arrange their attendance. You will be given the opportunity to respond to any information given by a witness. However, you will not normally be permitted to cross-examine witnesses unless, in exceptional circumstances, we decide that a fair hearing could not be held otherwise.

- 10.5. We may adjourn the disciplinary hearing if we need to carry out any further investigations such as re-interviewing witnesses in the light of any new points you have raised at the hearing. You will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.
- 10.6. We will inform you in writing of our decision and our reasons for it. Where possible we will also explain this information to you in person.

11. Disciplinary penalties

- 11.1. The usual penalties for misconduct are set out below. No penalty should be imposed without a hearing. We aim to treat all employees fairly and consistently, and a penalty imposed on another employee for similar misconduct will usually be taken into account but should not be treated as a precedent. Each case will be assessed on its own merits.
- 11.2. **Stage 1 - First written warning.** It will usually be appropriate for a first act of misconduct where there are no other active written warnings on your disciplinary record.
- 11.3. **Stage 2 - Final written warning.** It will usually be appropriate for:
 - a) misconduct where there is already an active written warning on your record; or
 - b) misconduct that we consider sufficiently serious to warrant a final written warning even though there are no other active warnings on your record.
- 11.4. **Stage 3 - Dismissal.** It will usually only be appropriate for:
 - a) any misconduct during your probationary period;
 - b) further misconduct where there is an active final written warning on your record; or
 - c) any gross misconduct regardless of whether there are active warnings on your record. Gross misconduct will usually result in immediate dismissal without notice or payment in lieu of notice (summary dismissal). Examples of gross misconduct are set out in our Disciplinary Rules.
- 11.5. **Alternatives to dismissal.** In some cases we may at our discretion consider alternatives to dismissal. These will usually be accompanied by a final written warning. Examples include:
 - a) A period of suspension without pay.
 - b) Retake training as required.
 - c) Loss of future pay increment.

12. The effect of a warning

- 12.1. Written warnings will set out the nature of the misconduct, the change in behaviour required, the period for which the warning will remain active, and the likely consequences of further misconduct in that active period.
- 12.2. A first written warning will usually remain active for six months and a final written warning will usually remain active for 12 months. Your conduct may be reviewed at the end of a warning's active period and if it has not improved sufficiently we may decide to extend the active period.
- 12.3. After the active period, the warning will remain permanently on your personnel file but will be disregarded in deciding the outcome of future disciplinary proceedings.

13. Appeals against disciplinary action

- 13.1. If you feel that disciplinary action taken against you is wrong or unjust you should appeal in writing, stating your full grounds of appeal, to the Chairman and/or Vice Chairman, within one week of the date on which you were informed of the decision.
- 13.2. If you are appealing against dismissal, the date on which dismissal takes effect will not be delayed pending the outcome of the appeal. However, if your appeal is successful you will be reinstated with no loss of continuity or pay.
- 13.3. If you raise any new matters in your appeal, we may need to carry out further investigation. If any new information comes to light we will provide you with a summary including, where appropriate, copies of additional relevant documents and witness statements. You will have a reasonable opportunity to consider this information before the hearing, and you or your companion may comment on any new evidence arising during the appeal before any decision is taken.
- 13.4. We will give you written notice of the date, time and place of the appeal hearing.
- 13.5. The appeal hearing may be a complete re-hearing of the matter or it may be a review of the fairness of the original decision in the light of the procedure that was followed and any new information that may have come to light. This will be at our discretion depending on the circumstances of your case. In any event the appeal will be dealt with as impartially as possible.
- 13.6. Where possible, the appeal hearing will be conducted impartially by councillors forming an Appeals Committee who have not been previously involved in the case. You may bring a companion with you to the appeal hearing (see paragraph 9).

- 13.7. We may adjourn the appeal hearing if we need to carry out any further investigations in the light of any new points you have raised at the hearing. You will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.
- 13.8. Following the appeal hearing we may:
- a) confirm the original decision;
 - b) revoke the original decision; or
 - c) substitute a different penalty.
- 13.9. We will inform you in writing of our final decision as soon as possible. Where possible we will also explain this to you in person. There will be no further right of appeal.



Employee Disciplinary Rules

1. Policy Statement

- 1.1. These Disciplinary Rules should be read in conjunction with our Disciplinary Procedure. The aim of the Disciplinary Rules and Disciplinary Procedure is to set out the standards of conduct expected of all staff and to provide a framework within which managers can work with staff to maintain those standards and encourage improvement where necessary.
- 1.2. It is our policy to ensure that any disciplinary matter is dealt with fairly and in accordance with the Disciplinary Procedure.
- 1.3. If you are in any doubt as to your responsibilities or the standards of conduct expected you should speak to your line manager or the Mayor.
- 1.4. These rules do not form part of any employee's contract of employment and may be amended at any time.

2. Rules of conduct?

- 2.1. While working for us you should at all times maintain professional and responsible standards of conduct. In particular you should:
 - a) Observe the terms and conditions of your contract, particularly with regard to:
 - i. Hours of work;
 - ii. Confidentiality;
 - b) Observe all our policies, procedures and regulations notified to you from time to time;
 - c) (c) Take reasonable care in respect of the health and safety of colleagues and third parties [and comply with our Health and Safety Policy];
 - d) Comply with all reasonable instructions given by managers; and
 - e) Act at all times in good faith and in our best interests and those of our staff.
- 2.2. Failure to maintain satisfactory standards of conduct may result in action being taken under our Disciplinary Procedure

3. Misconduct

The following are examples of matters that will normally be regarded as misconduct and will be dealt with under our Disciplinary Procedure:

- a) Minor breaches of our policies;
- b) Minor breaches of your contract;
- c) Damage to, or unauthorised use of, our property;
- d) Poor timekeeping;
- e) Time wasting;
- f) Unauthorised absence from work;
- g) Refusal to follow instructions;
- h) Excessive use of our telephones for personal calls;
- i) Excessive personal e-mail or internet usage;
- j) Obscene language or other offensive behaviour;
- k) Negligence in the performance of your duties; or
- l) Smoking in no-smoking areas.

This list is intended as a guide and is not exhaustive.

4. Gross Misconduct

4.1. Gross misconduct is a serious breach of contract and includes misconduct which, in our opinion, is likely to prejudice our business or reputation or irreparably damage the working relationship and trust between us. Gross misconduct will be dealt with under our Disciplinary Procedure and will normally lead to dismissal without notice or pay in lieu of notice (summary dismissal).

4.2. The following are examples of matters that are normally regarded as gross misconduct:

- a) Theft or fraud;
- b) Physical violence or bullying;
- c) Deliberate and serious damage to property;
- d) Serious misuse of our property or name;
- e) Deliberately accessing internet sites containing pornographic, offensive or obscene material;
- f) Repeated or serious failure to obey instructions, or any other serious act of insubordination;
- g) Unlawful discrimination or harassment;
- h) Bringing the organisation into serious disrepute;
- i) Being under the influence of alcohol, illegal drugs or other substances during working hours;
- j) Causing loss, damage or injury through serious negligence;
- k) Serious breach of health and safety rules;
- l) Serious breach of confidence;
- m) Accepting or offering a bribe or other secret payment;
- n) Conviction for a criminal offence that in our opinion may affect our reputation or our relationships with our staff, customers or the public, or otherwise affects your suitability to continue to work for us;

- o) Possession, use, supply or attempted supply of illegal drugs;
- p) Serious neglect of duties, or a serious or deliberate breach of your contract or operating procedures;
- q) Knowing breach of statutory rules affecting your work;
- r) Unauthorised use, processing or disclosure of personal data contrary to our Data Protection Policy;
- s) Harassment of, or discrimination against, employees, contractors, clients or members of the public, related to gender, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, disability, religion or belief or age;
- t) Refusal to disclose any of the information required by your employment or any other information that may have a bearing on the performance of your duties;
- u) Giving false information as to qualifications or entitlement to work (including immigration status) in order to gain employment or other benefits;
- v) Knowingly taking parental, paternity or adoption leave when not eligible to do so or for a purpose other than supporting a child;
- w) Making untrue allegations in bad faith against a colleague;

This list is intended as a guide and is not exhaustive.



Employee Grievance Policy

1. Informal grievance procedure

- 1.1. In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the Clerk, as Line Manager for all employees or the Mayor of the Town Council, as the Line Manager for the Clerk, with a view to resolving the matter informally if appropriate. If the employee feels that this is not appropriate or he or she wishes to pursue a formal grievance they should follow the procedure detailed below.
- 1.2. It is our policy to ensure that any grievance matter is dealt with fairly and that steps are taken to establish the facts.
- 1.3. This procedure does not form part of any employee's contract of employment and it may be amended at any time. We may also vary this procedure, including any time limits, as appropriate in any case.

2. Formal grievance procedure

- 2.1. The employee must set out his/her grievance in writing ("Statement of Grievance") and provide a copy to the Mayor.
- 2.2. Once the Town Council has had a reasonable opportunity to consider its response to the information provided in the Statement of Grievance, the employee will be invited to attend a grievance meeting with the HR Committee, of the Town Council to discuss the matter:
 - The employee must take all reasonable steps to attend the meeting.
 - Grievance meetings will normally be convened with 14 days of the Council receiving the Statement of Grievance.
 - The employee has the right to be accompanied to a grievance meeting by a fellow employee or by a Trade Union representative.
 - If the meeting is inconvenient for either the employee or his or her companion, the employee has the right to postpone the meeting by up to 5 working days.
- 2.3. A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the HR Committee, time to consider the decision.
- 2.4. After the meeting the employee will be informed of the Committee's decision within 5 working days. The meeting may be reconvened for this purpose. The Committee's decision will be confirmed to the employee in writing.

- 2.5. If the employee wishes to appeal against the Committee's decision, he or she must inform the Mayor within 5 working days of receiving the decision. This is in conjunction with the Aldeburgh Town Council Disciplinary Policy, appeals paragraph 13 subsections 1, 5, 6.
- 2.6. If the employee notifies the Mayor, that they wish to appeal, the employee will be invited to attend a grievance appeal meeting. The employee must take all reasonable steps to attend that meeting. The employee has the right to be accompanied to a grievance appeal meeting by a fellow employee or by a Trade Union representative.
- 2.7. A grievance appeal meeting will normally be convened within 7 working days of the Mayor receiving notice that the employee wishes to appeal pursuant to 2.5 above. If the meeting time is inconvenient for the employee or his or her companion, the employee may ask to postpone the meeting by up to 5 working days.
- 2.8. After the grievance appeal meeting the employee will be informed of the final decision within 5 working days. The meeting may be reconvened for this purpose. The decision will be confirmed to the employee in writing.



Anti-Harassment and Bullying Policy

1. Policy Statement

- 1.1. Aldeburgh Town Council is committed to providing a working environment free from harassment and bullying and ensuring all staff are treated, and treat others, with dignity and respect.
- 1.2. This policy covers harassment or bullying which occurs at work and out of the workplace, such as on business trips or at work-related events or social functions. It covers bullying and harassment by staff (which may include councillors, contractors and agency workers) and also by third parties such as customers, suppliers or visitors to our premises.
- 1.3. This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. What is harassment?

- 2.1. Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.
- 2.2. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.
- 2.3. Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.
- 2.4. Harassment may include, for example:
 - a) unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
 - b) unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
 - c) offensive e-mails, text messages or social media content;
 - d) mocking, mimicking or belittling a person's disability.
- 2.5. A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

3. What is bullying?

- 3.1. Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation.
- 3.2. Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:
 - a) physical or psychological threats;
 - b) overbearing and intimidating levels of supervision;
 - c) inappropriate derogatory remarks about someone's performance;
- 3.3. Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

4. If an employee is being harassed or bullied

- 4.1. If an employee is being harassed or bullied, they should consider whether they feel able to raise the problem informally with the person responsible. They should explain clearly to them that their behaviour is not welcome or makes them uncomfortable. If this is too difficult or embarrassing, they should speak to the Proper Officer or the Mayor of the Town Council who can provide confidential advice and assistance in resolving the issue formally or informally.
- 4.2. If informal steps are not appropriate, or have not been successful, they should raise the matter formally under the Council's Grievance Procedure.
- 4.3. The Town Council will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. The Town Council will consider whether any steps are necessary to manage any ongoing relationship between the employee and the person accused during the investigation.
- 4.4. Once the investigation is complete, the Town Council will inform the employee of its decision. If the Town Council considers the employee has been harassed or bullied by an employee the matter will be dealt with under the Disciplinary Procedure as a case of possible misconduct or gross misconduct. If the harasser or bully is a third party such as a member of the public, volunteer, contractor, third party or other visitor, or a Town Councillor, the Town Council will consider what action would be appropriate to deal with the problem. Whether or not the complaint is upheld, the Town Council will consider how best to manage any ongoing working relationship between the employee and the person concerned.

5. Protection and support for those involved

5.1. Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure.

6. Record-keeping

6.1. Information about a complaint by or about an employee may be placed on the employee's personnel file, along with a record of the outcome and of any notes or other documents compiled during the process. These will be processed in accordance with our Data Protection Policy.



Whistleblowing Policy

1. Policy Statement

1.1. Aldeburgh Town Council are committed to conducting our business with honesty and integrity and we expect all staff to maintain high standards. Any suspected wrongdoing should be reported as soon as possible.

1.2. This policy covers all employees.

1.3. This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. What is whistleblowing?

2.1. Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, facilitation of tax evasion, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations.

3. How to raise a concern

3.1. We hope that in many cases employees will be able to raise any concerns with the Proper Officer. However, where the preference is not to raise it with their manager for any reason, the employee should contact the Mayor of the Town Council. Contact details are at the end of this policy.

3.2. We will arrange a meeting with the employee as soon as possible to discuss their concern. The employee may bring a colleague or union representative to any meetings under this policy. The companion must respect the confidentiality of the employee's disclosure and any subsequent investigation.

4. Confidentiality

4.1. We hope that staff will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If an employee wants to raise their concern confidentially, we will make every effort to keep their identity secret and only reveal it where necessary to those involved in investigating the concern.

5. External Disclosures

5.1. The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases it should not be necessary to alert anyone externally.

5.2. The law recognises that in some circumstances it may be appropriate for employees to report their concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

6. Protection and Support for Whistleblowers

6.1. We aim to encourage openness and will support whistle-blowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

6.2. Whistle-blowers must not suffer any detrimental treatment as a result of raising a genuine concern. If an employee believes that they have suffered any such treatment, they should inform the Proper Officer immediately. If the matter is not remedied they should raise it formally using the Council's Grievance Procedure.

6.3. The employee must not threaten or retaliate against whistle-blowers in any way. If an employee is involved in such conduct, they may be subject to disciplinary action. In some cases the whistle-blower could have a right to sue the employee personally for compensation in an employment tribunal.

6.4. However, if we conclude that a whistle-blower has made false allegations maliciously, the whistle-blower may be subject to disciplinary action.

6.5. Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

7. Contacts

Whistleblowing Officer for the Town Council	Kim Puttock Email: townclerk@aldeburghtowncouncil.co.uk
Mayor of the Town Council	TJ Haworth-Culf Email: TJ.Haworth-Culf@aldeburghtowncouncil.co.uk
Free, confidential whistleblowing advice	020 3117 2520 Website: https://protect-advice.org.uk/

Aldeburgh Town Council

7 June 2024 (2024 - 2025)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
17	Bank Interest	07/05/2024		Barclays Current Account	1160122548	Business Banking Loyalty Reward	Barclays Bank	Z	4.90		4.90
18	Bank Interest	09/05/2024		Barclays Current Account	1160122548	Barclays Blue Rewards	Barclays Bank	Z	5.00		5.00
19	Rents	15/05/2024		Barclays Current Account	1160122548	Museum Rent	Aldeburgh Museum	Z	250.00		250.00
22	Tennis Memberships/Tickets/Fees	20/05/2024		Barclays Current Account	1160122548	Tennis membership	██████████	Z	50.00		50.00
21	Miscellaneous Income	24/05/2024		Barclays Current Account	1160122548	Sale of old Mower	Thorpeness Croquet Club	Z	250.00		250.00
20	Telephone	24/05/2024		Barclays Current Account	1160122548	Refund telephone charges	British Telecom	Z	91.19		91.19
								Total	651.09		651.09

Aldeburgh Town Council

7 June 2024 (2024 - 2025)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
106	Civic Events	16/05/2024		Barclays Current Acc		Event safety hi-vis vests	The Safety Supply Compan	S	47.65	9.53	57.18
109	Professional Fees	16/05/2024		Barclays Current Acc		Lease for Libardi's Coffee Hut	Birkettes LLP	S	1,162.00	232.40	1,394.40
107	Office Supplies	16/05/2024		Barclays Current Acc		Office supplies	Amazon	S	18.36	3.67	22.03
105	Office Supplies	16/05/2024		Barclays Current Acc	GB422S9QABEI	Office supplies	Amazon	S	11.01	2.19	13.20
41	Moot Hall Gas and Electricity	16/05/2024		Barclays Current Acc	7626437	Month 1 Electricity Moot Hall	British Gas	L	135.16	6.76	141.92
46	Moot Hall General Maintenance	16/05/2024		Barclays Current Acc	EI 240335	Initial property assessment	Hutton & Rostron	S	900.00	180.00	1,080.00
108	Moot Green Footpath	16/05/2024		Barclays Current Acc		Install new bollards	Skale Construction Ltd	S	650.00	130.00	780.00
43	Groundsman's Cottage Water	16/05/2024		Barclays Current Acc	13384482	Month 1 Water charges Grounc	Wave Utilities	Z	128.49		128.49
49	Memorial Benches Upkeep	17/05/2024		Barclays Current Acc	eng	Plaque engraved	Brian Lindores	Z	15.00		15.00
112	Civic Events	21/05/2024		Barclays Current Acc		Buffet Mayor's Sunday	Get Stuffed	S	790.00	158.00	948.00
113	Civic Events	21/05/2024		Barclays Current Acc	ATC/2023/1	Hospitality Squadron 662 Mayo	OGS Trading (Aldeburgh) L	S	189.42	37.88	227.30
114	Civic Events	21/05/2024		Barclays Current Acc	expenses	Expenses Mayor's Sunday	S J Phillips	S	8.67	1.73	10.40
114	Civic Events	21/05/2024		Barclays Current Acc	expenses	Expenses Mayor's Sunday	S J Phillips	Z	4.65		4.65
115	Office Supplies	21/05/2024		Barclays Current Acc		Office supplies	East of England Co-operati	Z	1.80		1.80
115	Office Supplies	21/05/2024		Barclays Current Acc		Office supplies	East of England Co-operati	S	2.08	0.42	2.50
42	Moot Hall Gas and Electricity	24/05/2024		Barclays Current Acc	7621805	Month 1 Gas Moot Hall	British Gas	L	272.16	13.61	285.77
40	Moot Hall Water	24/05/2024		Barclays Current Acc	13503021	Month 1 Water charges Moot H	Wave Utilities	S	24.36	4.88	29.24
40	Moot Hall Water	24/05/2024		Barclays Current Acc	13503021	Month 1 Water charges Moot H	Wave Utilities	Z	35.37		35.37
142	Training	10/06/2024		Barclays Current Acc		Clerk training	SLCC Enterprises	S	120.00	24.00	144.00
154	Training	10/06/2024		Barclays Current Acc	28903	Clerk training	SALC	S	94.50	18.90	113.40
116	Civic Events	10/06/2024		Barclays Current Acc		Drinks for Mayor's Sunday rece	The Aldeburgh Market	S	136.00	27.20	163.20
117	Civic Events	10/06/2024		Barclays Current Acc	Civic printing	Printing order of service bookle	Aldeburgh PCC	Z	68.00		68.00
118	Civic Events	10/06/2024		Barclays Current Acc	Inv No 34	Hire of Church Hall 19/5/24	Aldeburgh PCC	Z	40.00		40.00
125	Spring/ Summer Funday	10/06/2024		Barclays Current Acc		Hose Summer Fun Day	Amazon	S	25.62	5.12	30.74
127	Spring/ Summer Funday	10/06/2024		Barclays Current Acc		Ducks with hooks game	Amazon	S	17.02	3.40	20.42
130	Spring/ Summer Funday	10/06/2024		Barclays Current Acc		Sack Race Game	Amazon	S	24.59	4.92	29.51
131	Spring/ Summer Funday	10/06/2024		Barclays Current Acc		Medals and air pump	Amazon	S	27.48	5.50	32.98
141	Civic Events	10/06/2024		Barclays Current Acc		Band performance Mayor's Sun	Leiston Royal British Legior	Z	400.00		400.00
151	Civic Events	10/06/2024		Barclays Current Acc	5567788	Led Tea Light candles	Amazon	Z	3.99		3.99
128	Spring/ Summer Funday	10/06/2024		Barclays Current Acc		Game for Summer Fun Day	Amazon	Z	105.99		105.99
119	Sports Week	10/06/2024		Barclays Current Acc		Sports Week Archery	Andy Gardiner	Z	145.00		145.00
147	Mayors Charity Donation	10/06/2024		Barclays Current Acc		Mayor's charity donation 23-24	Cancer Research	Z	765.00		765.00
120	Subscriptions	10/06/2024		Barclays Current Acc		Prime Business Membership Fe	Amazon Prime	S	80.00	16.00	96.00
134	Telephone	10/06/2024		Barclays Current Acc		Line rental charges	Focus Group	S	62.22	12.44	74.66

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
144	Professional Fees	10/06/2024		Barclays Current Account (60122548)		Making Tax Digital VAT software	Rialtas Business Solutions I	S	70.84	14.17	85.01
145	Professional Fees	10/06/2024		Barclays Current Account (60122548)		Omega software support and a	Rialtas Business Solutions I	S	357.66	71.53	429.19
148	Office Supplies	10/06/2024		Barclays Current Account (60122548)		First Aid supplies	MERE Supplies Ltd	S	148.76	28.00	176.76
136	Office Supplies	10/06/2024		Barclays Current Account (60122548)		First Aid supplies	Amazon	S	12.42	2.48	14.90
137	Office Supplies	10/06/2024		Barclays Current Account (60122548)		First Aid supplies	Amazon	S	4.70	0.94	5.64
126	Office Supplies	10/06/2024		Barclays Current Account (60122548)		Office supplies	Amazon	S	2.39	0.48	2.87
129	Office Supplies	10/06/2024		Barclays Current Account (60122548)		Safety signs	Amazon	S	10.00	2.00	12.00
121	Office Supplies	10/06/2024		Barclays Current Account (60122548)		Office supplies	Amazon	S	12.04	2.41	14.45
122	Office Supplies	10/06/2024		Barclays Current Account (60122548)		Office supplies	Amazon	S	4.14	0.82	4.96
123	Office Supplies	10/06/2024		Barclays Current Account (60122548)		First Aid supplies	Amazon	S	26.35	5.27	31.62
124	Office Supplies	10/06/2024		Barclays Current Account (60122548)		First Aid supplies	Amazon	S	18.23	3.65	21.88
135	Office Equip/Rental/Repairs	10/06/2024		Barclays Current Account (60122548)		Photocopier rental and usage	Green Angel Ltd	S	110.00	22.00	132.00
138	IT	10/06/2024		Barclays Current Account (60122548)		Month 3 Computer Support Ag	Ipswich Computer Services	S	96.57	19.31	115.88
139	IT	10/06/2024		Barclays Current Account (60122548)		Month 3 Microsoft 365 & ESET	Ipswich Computer Services	S	68.02	13.60	81.62
140	Moot Hall Cleaning	10/06/2024		Barclays Current Account (60122548)		Window cleaning	James Kitson	Z	22.00		22.00
143	Moot Hall Cleaning	10/06/2024		Barclays Current Account (60122548)		Office and Museum cleaning	Lorraine Young	Z	60.00		60.00
133	Kings Field WC Cleaning	10/06/2024		Barclays Current Account (60122548)		Cleaning Kings Field toilets May	East Suffolk Sevices	S	532.14	106.43	638.57
152	Tennis Courts Gas and Electrici	10/06/2024		Barclays Current Account (60122548)		Month 2 Electricity Tennis Courts	British Gas	L	28.31	1.42	29.73
146	Bowls Club Rates	10/06/2024		Barclays Current Account (60122548)		Month 3 Rates Bowls Club	East Suffolk Council	Z	284.00		284.00
153	Kemps Field	10/06/2024		Barclays Current Account (60122548)		Picnic tables and bench	British Recycled Plastic	S	3,306.66	661.34	3,968.00
132	Contract Maintenance	10/06/2024		Barclays Current Account (60122548)		Clear path Kemps Field	Crescent Lodge Garden Sei	Z	120.00		120.00
149	Salary & Wages	28/06/2024		Barclays Current Account (60122548)		Salary		Z	4,482.62		4,482.62
Total									16,289.44	1,854.40	18,143.84

Aldeburgh Town Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
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Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Representatives Report 10 June 2024

Aldeburgh Society

I attended their committee meeting on 28 May. Richard Marson has contacted them to establish if they would be interested in participating in a group he is looking to form regarding the Beach – boats, huts, lookouts etc. The ongoing upkeep of the old fishing boat and the move from the area of those who were previously looking after them precipitated this. He will be approaching ATC aswell as individuals.

They continue to keep a close eye on all planning applications. The planning committee has written to Robert Scrimgeor to seek his support to make the Library building and possibly Craig Royston Listed buildings. At the time of the meeting they had not received a response. They are compiling a list of potential projects to be considered for Sizewell C funding from the £23m.

AC&ST

I chaired a meeting on 29 May.

We have had to replace the amplifier, speakers and microphones which have all failed. All will be in place before the Euro football. We also have some essential repair works required on the flat roof. There are several events planned for June, with the first wedding, which we are doing the catering for at the end of the month. Thursday morning cuppa and catch up will start at the end of the month. Turnover is up over 16% on last year.

Councillor Sally Jones

29th May 2024