



Thetford Town Council, The Carnegie, Cage Lane, Thetford, IP24 2DS  
Tel: 01842 754247

**THETFORD TOWN COUNCIL**  
**CORPORATE SERVICES COMMITTEE**

Date: **Tuesday 19 November 2024** Time: **6:00 pm**  
Place: **Guildhall Council Chamber, The Guildhall, Market Place, IP24 2DT**

**Members are hereby summoned to attend the above meeting to transact the following business. Members are respectfully reminded that each item on the agenda should be carefully examined.**

**COMMITTEE MEMBERSHIP:**

T. Land (Chair), D. Blackbourn (Vice Chair), A. Blackbourn, M. Brindle, D. Jefferson,  
T. Jermy, A. Mitchell, M. Stirrup, R. Wood.

**FOR INFORMATION:**

C. Barreto, I. Evans, C. Harvey, M. MacDonald, H. McCambridge, V. Peters, V. Ross-Smith,  
S. Terry, S. Wright.

pp *Alan Yorke*  
Town Clerk  
14 November 2024

**AGENDA**

<b>410/24</b>	<b><u>Apologies for Absence</u></b> To receive and approve apologies for absence.
<b>411/24</b>	<b><u>Minutes Corporate Services Committee</u></b> To confirm the minutes of the Corporate Services Committee meeting held on 17 September 2024 as a true record and be signed by the Committee Chairman. Decision required: To agree the minutes of the last meeting. Lead: Chair.
<b>412/24</b>	<b><u>Declarations of any Disclosable Pecuniary Interests</u></b> To receive any additional interest not already registered.

413/24	<p><b><u>Communications and Website Report</u></b>  To receive and note a report from the Communications Officer on communications and the continual update of the Council website.  Decision required: None.  Lead: Communications Officer.</p>
414/24	<p><b><u>Approval of Payments</u></b>  To receive and approve the listings of payments made since the last Committee meeting.  Decision required: Approve the payments.  Lead: Deputy Town Clerk.</p>
415/24	<p><b><u>Logging and Reporting of Complaints</u></b>  To note any complaints received since the previous meeting, if any.  Decision required: None.  Lead: Deputy Town Clerk.</p>
416/24	<p><b><u>Personnel Report</u></b>  To receive, note, and discuss the Personnel Report covering personnel matters since the last meeting.  Decision required: None.  Lead: Deputy Town Clerk.</p>
417/24	<p><b><u>Financial Report for the Seven Months ended 31 October 2024</u></b>  To receive and discuss the Financial Report for the seven months ended 31 October 2024.  Decision required: To approve the Financial Report for the seven months ended 31 October 2024.  Lead: Deputy Town Clerk.</p>
418/24	<p><b><u>Draft Budget for 2025/26</u></b>  To receive and discuss a report on draft budget proposals and to agree a timetable for the finalisation of the budget.  Decision required: To note the report.  Lead: Deputy Town Clerk.</p>
419/24	<p><b><u>Communications Policy</u></b>  To review and agree the updated communications policy which will work in line with our new branding and website.  Decision Required: To agree the Policy.  Lead: Deputy Town Clerk.</p>
420/24	<p><b><u>Disciplinary Policy</u></b>  To review and agree to the new Disciplinary policy which will work alongside our new HR framework.  Decision required: To agree the policy.  Lead: Deputy Town Clerk.</p>
421/24	<p><b><u>Flexible Working Policy</u></b>  To review and agree the new Flexible Working Policy which work in line alongside our new Staff Handbook and HR framework.  Decision required: To agree the policy.  Lead: Deputy Town Clerk.</p>
422/24	<p><b><u>Freedom of Information Policy</u></b>  To review and agree the new Freedom of Information Policy.</p>

	Decision required: To agree the policy. Lead: Deputy Town Clerk.
<b>423/24</b>	<b><u>Model Publication Scheme</u></b> To review and discuss the new Model Publication Scheme, which is a written document of what the Town Council will publish on its website and make available to the public. Decision required: To agree the new Policy. Lead: Deputy Town Clerk.
<b>424/24</b>	<b><u>Whistleblowing Policy</u></b> To review and discuss the new staff Whistleblowing Policy. Decision required: To agree to the new Policy. Lead: Deputy Town Clerk.
<b>425/24</b>	<b><u>Progress on Actions from Previous Meetings</u></b> To review and discuss the action points carried forward from the previous meetings of the Corporate Services Committee. Decision required: To request that the action points be updated based on the review. Leads: Chair and Deputy Town Clerk.
<b>426/24</b>	<b><u>Committee Officers' Update</u></b> To update any information since the agenda was released or which requires the attention of the Committee. Decision required: None. Lead: Town Clerk.
<b>427/24</b>	<b><u>Exclusion of Press and Public</u></b> To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed. Decision required: Whether or not to exclude the press and public. Lead: Chair.
<b>428/24</b>	<b><u>Matters Relating to Unit 1 and Unit 2 of The Shambles</u></b> To receive and discuss a report on the repairs needed to Unit 1 and the renting out of Unit 2 of The Shambles. Decisions required: To decide on what repairs to the Shambles are required and to then decide whether (and the commercial terms thereof) or not to rent out The Shambles Unit 2. Lead: Deputy Town Clerk.
<b>429/24</b>	<b><u>Town Clerk Employment Matters</u></b> To consider a report and proposals on certain employment matters relating to the Town Clerk. Decision required: To agree to the proposals submitted. Leads: Chair and Deputy Town Clerk.

A recording of the meeting can also be viewed on <https://bit.ly/ttceventsyoutube> usually within 5 working days after the meeting has been held.