

Minutes of the meeting of the **Advisory and Scrutiny Committee** held on Tuesday 30<sup>th</sup> September 2025 at 7.00pm via Zoom.

In attendance: Cllr K Applegate (Chair), Cllr R Tungate, Cllr A Bonham  
Clerk: Mrs. C Dickson,  
Members of the public: 0

**1. Apologies for absence**

None received.

**2. Declarations of interest**

None received.

**3. Minutes of the last meeting**

The minutes of the meeting held on 22<sup>nd</sup> April 2025 were AGREED as a true and correct record of the meeting and will be signed by the Chair.

**4. Matters arising from the previous minutes**

AC350 – Staffing Committee ToR – on agenda

**5. Public Participation**

None

**6. Meeting resumed**

**7. To confirm the revised Staffing Committee Terms of Reference**

Full Council confirmed revised Staffing Committee Terms of Reference on the 19<sup>th</sup> May 2025. The Committee made the following amendments:

- Removal of the election of a Vice Chairman
- Amending who will take the minutes if the Clerk is not in attendance from the Vice-Chairman of the committee to a member of the committee
- Terms of Reference item 1. – the committee will deal with all matters relating to recruitment with reference to the Recruitment Policy

The Committee **recommended** the revised Staffing Committee Terms of Reference for approval by the full Council.

**8. To confirm the revised Brundall Village Park Group Terms of Reference**

The revised Brundall Village Park Group Terms of Reference were APPROVED as per the full Council meeting on the 28<sup>th</sup> July 2025. This was noted.

**9. To review the Allotment Eviction Process**

The Committee reviewed the current Allotment tenant eviction process. Several amendments were suggested including:

- Starting with “Where there is considered to be a breach of the tenancy agreement it is expected that BAA officials and the plot holder will already have made reasonable attempts to informally resolve matters of concern. Any matters of concern should be reported to the Clerk/Deputy Clerk at this stage.”
- All evidence should be submitted to the Land Management Committee not full Council.
- The Land Management Committee will nominate a minimum of 2 councillors who are not allotment tenants alongside the Clerk or Deputy Clerk to carry out the investigation.
- The timeframe for the investigation will be 1 month.
- The plot holder must be alerted to their right of representation before any resolution.
- The Eviction and Protocol were combined and duplicate references removed.

- Actions or decisions by full Council were amended to Land Management Committee.
- The tenant will have 2 weeks to clear their plot if the finding is to evict, after this time the BAA can dispose of any remaining items.

Full Council needs to decide if the Land Management Committee has delegated authority to evict tenants. The allotment tenancy agreement is between the plot holder and Council. If it does then the LM ToR will need to be amended.

There does not appear to be any clause in the allotment tenancy agreement to allow for eviction for breaking the terms of the lease. The **Clerk** will investigate other tenancy agreements.

#### **10. To review the Reserves Policy amended for the financial year ending 31<sup>st</sup> March 2025**

In order to stop annual revision of the policy the committee suggested adding an addendum, approved at the same time as the AGAR, for the annual earmarked reserves figures.

The Committee **recommended** the revised Reserves Policy for approval by the full Council.

#### **11. To review the Pension Policy**

The Committee had no amendments.

#### **12. John Evans Award nomination and selection process**

The Committee were unsure of the history of the award and did not know if it was historically given by the Council or the village, therefore they could not suggest a process for nomination or selection.

The **Clerk** will ask the Chairman and confirm.

#### **13. Items for the next agenda**

John Evans Award

Land Management ToR – to add delegating the allotment tenant eviction decision

Grants and Donations – to consider adding how many Brundall residents will benefit

Alternative allotment tenancy agreements

#### **14. Dates for the next meetings:**

TBC – 2 month's time

Meeting Closed: 20.20

Signed:

Dated: