

Minutes of the meeting of the **Advisory and Scrutiny Committee** held on Tuesday 17<sup>th</sup> March 2026 at 6.30pm via Zoom.

In attendance: Cllr K Applegate (Chair), Cllr R Tungate, Cllr A Bonham  
Clerk: not in attendance  
Members of the public: 0



**1. Apologies for absence**

Clerk, Mrs Claudia Dickson

**2. Declarations of interest**

None received.

**3. Minutes of the last meeting**

The minutes of the meeting held on 12<sup>th</sup> January 2026 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**

None.

**5. Public Participation**

None.

**6. Meeting resumed**

**7. Contract Terms and Conditions for the Design contract for Brundall Village Park**

The committee did not feel they could comment on this document as it is a legal document and not a policy.

The **Clerks** will review and refer to the Brundall Village Park Group and full Council.

**8. IT and Equipment Policy**

The Clerk had included the current Communications Policy and a new IT Policy drafted from the SAPPP Model as supplied by Norfolk Parish Training and Support for the committee to consider.

The committee liked the new SAPPP IT Policy but felt it should be considered alongside the Communications and Social Media policies, possibly to create one cohesive policy.

**Clerk** to bring to the next meeting.

**9. Website Accessibility Statement**

The Clerk presented a revised document to include updated contact details.

The revised Website Accessibility Statement was recommended to full Council for approval.

**10. Freedom of Information Policy**

An updated document was presented to the committee. Changes included:

- reformatting some sections
- '(See website and notice boards for contact details)' was removed and replaced with the Clerks address
- 'we will respond within 20 working days' was amended to 'we must respond within 20 working days'
- 'we will not create information to fulfil a request' was amended to 'we do not have to create...'
- Reference to the year for charges was removed

The updated Freedom of Information Policy was recommended to full Council for approval.

The committee questioned a reference to the Risk Register. This was found on the website but appears to be 5 years old. The **Clerk** will be asked to investigate.

#### **11. ICO Model Publication Scheme**

The committee considered this to be very similar, if not the same, as the Freedom of Information Policy and therefore may not be needed.

The **Clerk** will be asked to double check.

#### **12. Data Protection for Councillors Form**

A new Data Protection for Councillors form was considered. It is for councillors to complete to provide contact details to the Clerk and state which information they are happy to be shared, or not, with other councillors and the public. In addition it details their responsibilities when handling data and asks them to confirm they have noted measures that are recommended for compliance with GDPR legislation.

The committee recommended the Data Protection for Councillors form for approval by full Council.

The **Clerk** will be asked to confirm whether this is confidential within the Council only.

#### **13. Information Audit Spreadsheet**

The committee did not feel they had enough information on this item to make any recommendations. This will be considered at the next meeting.

#### **14. Environment Committee Terms of Reference**

The Environment Committee Terms of Reference have been updated to remove reference to the Broadland Tree Warden Network which folded on the 3<sup>rd</sup> February 2026.

The revised Environment Committee Terms of Reference were recommended for approval by full Council.

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

Social Media, Communications, and IT & Equipment policies – to be considered together

Risk Register

Risk Management Policy

Information Audit spreadsheet

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

TBC

Signed:

Dated: