



## **ATTLEBOROUGH TOWN COUNCIL**

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF  
Tel: 01953 456194 - email:[enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)

**You are hereby summoned to attend the Meeting of  
Attleborough Town Council  
On Monday, 1 June 2015 at 7.00pm in the Town Hall**

*Gina Lopes*

**26 May 2015**

**Clerk to Attleborough Town Council**

### **AGENDA**

**To transact the undermentioned business; to receive the following reports and to make such orders or give such directions as necessary:-**

#### **1) Apologies for absence**

To receive and accept apologies for absence

#### **2) Declarations of Interest**

**a) To receive and consider declarations of interest in items below.** *(Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate and must leave the room for the whole of an agenda item to which they have a Disclosable Pecuniary Interest. Members may disclose any other interests they may have in the interests of transparency)*

**b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests.**

#### **3) Co-option of Town Councillors**

To consider applications for Town Councillor vacancies and co-opt if agreed  
**New councillors to sign Declaration of Acceptance of Office forms**

#### **4) Presentation from Stefan Clifford on "Tour of Britain"**

#### **5) Public Participation**

To agree a resolution that the meeting be adjourned to allow the public to speak  
(This includes matters on the agenda. Maximum 10 minutes in duration)

#### **6a) Minutes of the Town Council meeting held on 11 May 2015**

**6b) Minutes of the Environment Committee meeting held on 28 May 2015** – for acceptance and approval

#### **7) Councillors Reports**

To receive verbal reports for any items not on the agenda

## **8) Other Reports**

To receive reports from:

- a) **The Chairman** (Refer to tabled diary list – for information only)
- b) **County and District Councillors** (for information only)
- c) **Other representatives & Town Affairs** (for information only)

## **9) Financial Matters**

- a) **To authorise the payment of cheques** (see tabled list)
- b) **To agree direct debits** (see tabled list)
- c) **To receive Income** (see tabled list)
- d) **Cheque signatories for Natwest account** – for resolution
- e) **End of year reports 31.03.2015** – for acceptance and approval
- f) **Completion of Annual Return 31.03.2015** – for resolution
- g) **Internal auditors report** (to be tabled) - for acceptance
- h) **Quotations for new Van** – for consideration

## **10) Town Hall**

- a) **Kitchen repairs** – insurance response and quotations - for consideration
- b) **Planning conditions re previous pp for store/offices** - for consideration

## **11) Attleborough Neighbourhood Plan**

- a) **To receive an update on progress** – for information

## **12) Media Policy and Website Terms of Reference**

For consideration and adoption

## **13) Correspondence**

- a) **Crime Summary** – for information
- b) **Listed building, Attleborough Railway Station** – Breckland Historic Buildings Consultant email – for information
- c) **SNAP Minutes of meeting held 26 May 2015** – for information

## **14) Date of next Meeting & Meeting schedule**

Monday, 6 July 2015

## **15) Exclusion of Press and Public**

To pass a resolution excluding the press and public from the meeting under the Local Government Act 1972 (section 100 (A) (4) given the sensitive nature of the business to be discussed.

## **16) Staff Matters**

- a) **Grounds Person appointment** – for consideration