

# ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF

**SUMMONS TO ATTEND** – Notice is hereby given that a meeting of the above-mentioned Council will be held at Attleborough Town Hall on Monday 7<sup>th</sup> July 2014 at 7.00 pm. Members of the public are welcome to attend.

Karen Pettitt Town Mayor

30<sup>th</sup> June 2014

Attleborough Town Hall Tel: 01953 456194 e: [enquiries@attleboroughtc.org.uk](mailto:enquiries@attleboroughtc.org.uk)

## AGENDA

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

### 1. Apologies

To receive and accept apologies for absence

### 2. Declarations of Interest

**2.1) 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)

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

### 3. 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 – NB: a second period of public participation will be allowed at the end of the meeting)

### 4. Minutes

To confirm as a true record, the minutes of the meeting of Full Council held on 2<sup>nd</sup> June 2014 and the EGM held 16<sup>th</sup> June 2014 (previously circulated – factual discrepancies only)

### 5. Matters Arising

To receive a brief update on any items in the minutes not listed below (NB Information only – no resolutions may be passed)

### 6. Visit by Rob Spittles of Taylor Wimpey

Rob Spittles Production Director from Taylor Wimpey will be available for Councillors to ask questions about the development and how it may affect the town. Max 20 mins

### 7. Reports

To receive reports from:

- 7.1) The Chairman (Refer to tabled diary list – for information only)
- 7.2) County and District Councillors (for information only)
- 7.3) Other representatives (for information only)
- 7.4) Town Affairs (for information only)

## **8. Financial Matters**

- 8.1) To authorise the payment of cheques (see tabled list)
- 8.2) To agree direct debits (see tabled list)
- 8.3) To receive Income for June (see tabled list)

## **9. Local Grant Applications** (as previously circulated)

- 9.1) to consider a second grant application from Attleborough Summer Play Scheme.
- 9.2) to consider an application from Attleborough Town Carnival Committee.
- 9.3) to consider an application from Friends of Attleborough Community Hub.
- 9.4) to consider an application from Holly Court Social Club.

## **10. Attleborough Neighbourhood Plan**

To receive an update on progress.

## **11. To receive Quotations for Gas Oil** (information previously circulated)

On the day price will be available at council on 7<sup>th</sup> July

## **12. Keys for Town Hall**

To discuss who should have keys for the Town Hall

## **13. Quotation Protocol for Council**

To clarify the quotation protocol for Council

## **14. Flood Lights at Football Club Recreation Ground**

To ratify recommendation by Environment committee to refurbish the flood lights at the football club recreation ground. To refurbish all lights by MAN Electrical (updated Quote to include all 8 lights to follow).

## **15. To Discuss quote for new PC for TIC Office** (as previously circulated)

Quote from East Anglia IT Solutions

## **16. To Receive Quotes for the MUGA work** (as previously circulated)

Quotes received from WN Surfacing and Anglia Roadways.

## **17. Gaymers- Recreation ground Weed and Feed** (as previously circulated)

To receive Quotes from Sherriff Amenity and Great Grass Ltd.

## **18. Air conditioning unit in Archive Office** (as previously circulated)

To receive quote for a new unit from Fresh Air.

## **19. Standing Committee Membership 2014/15** (as previously circulated)

To receive the final list of Committee members and note vacancy's

## **20. Correspondence**

To receive correspondence. (see below)

## **21. Public Participation**

To agree a resolution that the meeting be adjourned to allow a period of public participation (NB: 10 minutes maximum)

**22. Date of Next Meeting**

To note the date of the next meeting as Monday 4<sup>th</sup> August 2014 at 7pm

**23. 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.**

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**24. Payroll Provider Contract.**

To discuss sourcing new payroll provider

**25. To Discuss Interviews of New Clerk**

To receive a report reference the recent interviews for the town clerk and agree how to proceed.

**26. To Discuss recommendations from Personnel Committee**

To discuss recommendations from personnel committee.

**Enclosures / Attachments**

Item 4 Minutes of Full Council Meeting held on 2<sup>nd</sup> June 2014

Item 9.1 to 9.4 Grant Applications

Item 11 Gas oil

Item 14 – Flood lights Recreation Ground

Item 15- TIC PC Quote

Item 16 – MUGA quotes

Item 17 – Weed and Feed Quotes

Item 18 – Fresh Air Quote

Item 24 – Letter from Payroll Provider

Item 25 – Applicants application forms X 2

**Correspondence** (Item 20)

Letter from Breckland Council – Open Spaces Audit 2014