



ATTLEBOROUGH TOWN COUNCIL

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

**You are hereby summoned to attend the Annual Meeting of
Attleborough Town Council
On Monday, 8 May 2017 at 7.00pm in the Town Hall**

**Gina Lopes
3 May 2017
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) Election of Chairman/Town Mayor for the municipal year 2017-2018

To receive nominations and elect the Chairman/Mayor and to sign the Declaration of Acceptance of Office

2) Election of Deputy Chairman/Deputy Town Mayor for the municipal year 2017-2018

To receive nominations and elect the Deputy Chairman/Mayor and to sign the Declaration of Acceptance of Office

3) Applications for Casual Vacancy

To consider applications received for casual vacancy.

4) Apologies for absence

To receive and accept apologies for absence.

5) 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.

6) 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)

7a) Minutes of the Town Council meeting held on 3 April 2017 – for acceptance.

7b) Minutes of the Planning Committee meetings held on 10 April 2017– for acceptance and approval.

7c) Minutes of the Annual Town Assembly held on 3 April 2017 – for accuracy only.

8) Councillors Reports

To receive verbal reports for any items not on the agenda.

9) Other Reports

To receive reports from:

- a) **The Chairman**
- b) **Clerk's Report**

10) Financial Matters

- a) **To authorise the payment of cheques** – for acceptance and approval
- b) **To agree direct debits** – for acceptance and approval
- c) **To receive Income** – for acceptance and approval
- d) **Income & Expenditure Report to 31 March 2017** – for information
- e) **Consultant Quote for Assessment of Warrens Lane** – for consideration.
- f) **Bar Franchise Tenders** – for resolution.
- g) **S137 request for donation** – for consideration
 - i. Norfolk Accident Rescue Service (NARS)
 - ii. Norfolk Family Mediation

11) Committee Members for municipal year 2017-18

To nominate members for the following committees –

- a) **Planning, Lighting & Highways**
- b) **General Purposes & Finance**
- c) **Environment**
- d) **Personnel**

12) Representatives on outside bodies

To nominate members for outside bodies

13) Annual review of documents

To review the following documents -

- a) **Standing Orders**
- b) **Financial Regulations**
- c) **Insurance cover**
- d) **Asset Register**
- e) **Internal control/risk**
- f) **Code of Conduct**
- g) **Banner Policy**
- h) **Social Media Policy and consent forms** – for adoption.

14) Attleborough Neighbourhood Plan

- a) **To receive an update on progress** – for information
- b) **Minutes of the Attleborough Neighbourhood Plan Steering Group Meeting held on 21 February 2017** – for information.

15) Attleborough Development Partnership

- a) **Representative for the Attleborough Development Partnership** – for consideration.
- b) **The Attleborough Development Partnership Minutes 21 February 2017** – for information.
- c) **Attleborough Development Partnership/Community Sub Group Terms of Reference** – for consideration.

16) Correspondence

- a) **Request for use of Gaymers re: fitness bootcamp**– for consideration.
- b) **Connaught Hall Grass Maintenance** – for consideration.
- c) **SNAP Date of next meeting - 16 June 2017 at 11.00 am at Attleborough Police Station** – for information.

d) Thank you letters: - for information.

- i. 1st Attleborough Brownies
- ii. The Norfolk and Norwich Association for the Blind

17) Date of next Meeting/s & Annual meeting schedule

Full Council Meeting - Monday, 5 June 2017

Environment Committee Meeting – Monday 15 May 2017

Planning, Lighting and Highways Committee Meeting – Monday 15 May

18) 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.

19) Staff Matters

a) Relief Caretaker