



**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 Annual Meeting of  
Attleborough Town Council  
To be held on Monday, 13 May 2019 at 7.00pm  
Town Hall, Queen's Square, Attleborough**

*Gina Lopez*

**8 May 2019**

**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 2019-2020**

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 2019-2020**

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

**3) Apologies for absence**

To receive and accept apologies for absence.

**4) 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.**

**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 1 April 2019:** – for acceptance and approval

**6b) Minutes of the Planning and Highways Committee meeting held on 1 April 2019:** - for noting

**6c) Minutes of the Planning and Highways Committee meeting held on 15 April 2019:** - for acceptance and approval

**7) Councillors Reports**

To receive written reports of external meetings attended - for information

- a) Attleborough Health, Care and Wellbeing Trust (ATTCARE) Report – Cllr Bulmer**

**8) Other Reports**

To receive reports from:

- a) County and District Councillors:** - for information  
**b) CEO & Town Clerk's Report:** - for information

**9) 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 2019:** – for information  
**e) Breckland Council Precept Payment:** - for information  
**f) Town Council Online Banking Signatories:** - for consideration  
**g) Sovereign Nest Swing Invoice:** - for consideration

**10) Meeting Schedule and Committee Members for municipal year 2019-20**

To nominate members for the following committees –

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

**11) Representatives on outside bodies Municipal Year 2019-20**

To nominate members for outside bodies: -

Attleborough Health, Care and Well-being Trust  
Attleborough Charities  
Attleborough Heritage Group  
Banham Poultry  
BDC Gypsy and Travellers Strategy  
Community Emergency Coordinator  
Connaught Hall  
East Harling Internal Drainage Board  
Snetterton Circuit Liaison Group  
SNAP Police Liaison  
Press & Media  
Town Archives  
Twinning Association  
Football Club

**12) Annual review of documents**

To review the following documents -

- a) Annual Review of Effectiveness of Internal Controls**  
**b) Financial Regulations**  
**c) Financial Risk Assessment**

- d) Officer/Member Protocol
- e) Code of Conduct
- f) Standing Orders 2018 (England)
- g) Grievance Procedure
- h) Complaints Policy and Procedure
- i) Equality Policy
- j) Freedom of Information Act 2000 - Policy & Procedure
- k) Grant Awards Policy (noted as S137 payments)
- l) Lost / Found Child Policy
- m) The Flying of Model Planes and Drones on Council Land Policy
- n) Social Media and Electronic Communication Policy (and consent forms)
- o) Smoke Free Policy
- p) "Whistleblowing" Policy
- q) Health and Safety Policy

### **13) Four Year Plan and Events**

a) To consider forward planning and 4-year Term and Schedule of Events: - for consideration.

### **14) Attleborough Athletics Academy**

a) Long Jump Pit Update: - for consideration

### **15) Correspondence**

- a) Request to use Gaymers Meadow: – for consideration
- b) Nomination for Norfolk ALC Executive: - for consideration
- c) Thank you, correspondence: - for information
  - i. Sing Your Heart Out South
  - ii. Norfolk Accident Rescue Service
  - iii Cemetery and Decoy Common; Groundsmen
  - iv. Good Friday Event; Clerk's Assistant

### **16) 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)

### **17) Date of next Meeting**

3 June 2019, Full Council Meeting

**ALL COUNCIL MEETINGS ARE RECORDED FOR ACCURACY**

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND**