



ATTLEBOROUGH TOWN COUNCIL

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

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**Minutes of the Virtual meeting of the Extraordinary Attleborough Town Council
Held on Monday, 17 August 2020 at 6.00pm**

Present:

Cllr P Leslie - presiding

Cllr B Bulmer	Cllr A Busk	Cllr B Cousins	Cllr W Loades
Cllr J Roper	Cllr J Ellis	Cllr A Westby	Cllr L Grave
Cllr Tyrer	Cllr T Taylor	Cllr V Dale (Arr. 18.06)	

In attendance – Anne Willett – CEO's Assistant (minute taker)

130.20) Apologies for absence

CEO & Town Clerk – Annual Leave

Cllr Crouch – Other commitment

131.20) Declarations of Interest

a) To receive and consider declarations of interest in items below –

None received

b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests – None received.

132.20 Project – Council Meetings (Cllr Leslie) –

The following recommended changes to council meetings were considered

1. Full Council Meetings to start at 7pm
2. Public Participation – Where appropriate, answers to submitted questions to be placed on the Councils website (including those not raised in public-some questions may be grouped)
3. Planning to be dealt with outside of meetings, except where it is deemed beneficial for public discussion by Councillors and Council responses to the planning authority to be made public. Responses to be ratified in the following meeting.
4. Items for “information only” are to be emailed to Councillors and where appropriate released to the public and are not to be included on agendas, except where it is deemed beneficial for the public by Councillors
5. Zoom – Virtual meetings to be hosted by the Town Council, not a third party
6. Zoom – Council meetings open to the press and public are to be live streamed and recorded
7. Zoom – For consideration. Possible continuation of holding Zoom meetings after restrictions ease, or a combination of physical and virtual meetings
8. Option to include brief reports from Mayor, Deputy Mayor or Clerk on items deemed to be in the public interest. Invitations maybe extended to others where appropriate
9. Set up sub-committees in the relaunched community led ANP, including Environmental and Events committees
10. In normal circumstances agendas for Council and Committee meetings should be prepared and published by the Proper Officer in consultation with the relevant

Chairman and at all times should include any legitimate item requested by a Councillor or in the case of a Committee any member of it.

11. Documents referenced in agendas, including items for financial approval, are to be released at least 3 clear days before meetings

12. Draft minutes to be made available for Councillors to review and comment upon within 5 working days of the meeting. They are to be kept brief.

13. When Covid restrictions permit Town Council hold quarterly open meetings where Councillors and residents can meet to discuss community matters and make suggestions for agenda items.

NOTE- Some of the above will need to be incorporated into Standing Orders and Council Policies.

On the motion of Cllr Leslie, seconded by Cllr Westby, it was

RESOLVED to accept the above

133.20) Additional Project - Support for Elderly and Isolated

It was noted by Councillors that the Elderly and isolated in the Community needed to be supported and addressed within the project and to be part of a Committee, it has been given a limited group and we are looking for a lead for this. After a brief discussion it was decided to defer for Councillors to look at this during the next two weeks.

Meeting closed 6.30pm