



ATTLEBOROUGH TOWN COUNCIL

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

You are summoned to the Annual Meeting of Attleborough Town Council To be held on Monday 9th May 2022 at 7.00pm

This meeting will be held at the Town Hall and live streamed via YouTube
(the YouTube link will be posted on www.attleboroughtc.org.uk)
Due to coronavirus, there will be a limited capacity for public attendance

Michelle Barron
4th May 2022
Town Clerk

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 2022-2023**
To receive nominations and elect the Chairman/Mayor.
- 2 **Election of Deputy Chairman/Deputy Mayor for the municipal year 2022-2023**
To receive nominations and elect the Deputy Chairman/Mayor.
- 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 Councillor Vacancy – for Information

Can now be advertised for Co-Option

6 Public Participation (10 Minutes)

7 Minutes of the Town Council meeting held on 4th April 2022

For acceptance and approval.

8 Planning Matters

- a) **Planning Applications** (Applications agreed and responses made) – for confirmation by members
- b) **Planning Applications** (Not due yet)
 - 3PL/2022/0479/D – ATTLEBOROUGH: Land adjacent to Meadow Cottage** – Reserved matters application for two detached houses & garages following Outline permission on 3PL/2020/0855/O
 - 3PL/2022/0257/F – ATTLEBOROUGH: Land south of West Carr Road** – Change of use of land from agricultural land to B2 use (Non-waste storage area) (Part Retrospective)
 - 3PL/2022/0465/F – ATTLEBOROUGH: J M Gipson Ltd 3 Church Street** – Erection of awning to front of premises
 - 3PL/2022/0466/A – ATTLEBOROUGH: J M Gipson Ltd 3 Church Street** – New shop sign ('Eddy's Café') with lighting bar above

9 Financial Matters

- a) **To authorise payments** – for acceptance and approval
- b) **To agree direct debits** – for acceptance and approval
- c) **To receive Income** – for acceptance and approval
- d) **Petty Cash payments** – for information
- e) **Income & Expenditure March 2022** – for information
- f) **Annual review of Insurance schedule** - for acceptance and approval

10 Ride on Mowers for Cemetery – for acceptance and approval

11 Correspondence

- a) Attleborough Fun Fest Team, Fireworks Event Sunday 6th Nov 2022, request for funding – for acceptance and approval

12 Committee Terms of Reference for the municipal year 2022-2023

To review the following terms of reference for acceptance and approval:

- a) Personnel
- b) Environment
- c) Events & Communications
- d) Standing Order Review

13 Committee Members for the municipal year 2022-2023

To nominate members for the following committees:

- a) Environment
- b) Events & Communications
- c) Standing Order Review

14 Meeting Schedule for Ordinary Meetings for the municipal year 2022-2023

For discussion and resolution.

15 Representatives on outside bodies Municipal Year 2022-2023

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

16 Annual Review of Documents

To review the following documents for acceptance and approval:

- **Standing Orders**
- **Annual Review of Effectiveness of Internal Controls**
- **Financial Regulations & Procurement Policy**
- **Financial Risk Assessment**
- **Member Officer Protocol**
- **Code of Conduct**
- **Meetings Protocol**
- **Virtual Meetings Policy & Guidance**
- **Grievance Policy & Procedure**
- **Complaints Policy & Procedure**
- **Equality Policy**
- **Freedom of Information Act 2000 – Policy & Procedure**
- **Grants Awards Policy** (noted as S137 payments)
- **Lost/Found Child Policy**
- **The Flying of Model Planes & Drones on Council Land Policy**
- **Communication & Media Policy**
- **Smoke Free Policy**
- **Whistleblowing Policy**
- **Health & Safety Policy**
- **Data Protection Policy**
- **Document Retention & Disposal**
- **Co-Option Procedure**

17 Public Participation (10 Minutes)

18 Any items which the Chairman decides are urgent

For discussion only.

19 Exclusion of Press & Public

To pass a resolution excluding the press and public from the meeting given the sensitive nature of the Business to be discussed.

20 Heads of Terms UPP Broadband – for acceptance and approval

21 Leases update – for information

Expected Meeting Length is 2 Hours