



# Attleborough Town Council

Historic Market Town in the Heart of Norfolk

You are summoned to the Annual Meeting of Attleborough Town Council

To be held on Thursday 18th May 2023 at 7.00pm

This meeting will be held at the Town Hall and recorded.

(the YouTube video will be posted on [www.attleboroughtc.org.uk](http://www.attleboroughtc.org.uk)) and is opened to the public

Michelle Barron

11<sup>th</sup> May 2023

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 Welcome

### 2 Election of Chairman/Town Mayor for the municipal year 2023-2024

To receive nominations and elect the Chairman/Mayor.

### 3 Election of Deputy Chairman/Deputy Mayor for the municipal year 2023-2024

To receive nominations and elect the Deputy Chairman/Mayor.

### 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 (10 Minutes)

### 7 Minutes of the Town Council meeting held on 3<sup>rd</sup> April 2023

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) – for consideration and resolution

**3PL/2023/0435/LB – ATTLEBOROUGH: Corner Farm West Carr Road** – Installation of 20 x solar panels to the roof of the existing garage extension

**3PL/2023/0434/HOU- ATTLEBOROUGH: Corner Farm West Carr Road** - Installation of 20 x solar panels to the roof of the existing garage extension

**3PL/2023/0485/F – ATTLEBOROUGH: Plot 4, West Carr Road** – Redesign of existing plot into 4- bedroom dwelling and change of use of land to rear to garden land.

## **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** – for information
- e) **Income & Expenditure March 2023** – for information
- f) **Asset Register** – for acceptance and approval
- g) **Insurance schedule** – for acceptance and approval
- h) **Subscriptions** – for acceptance and approval

## **10 Correspondence**

- a) **Request for extra play equipment** - for consideration and resolution
- b) **Residents' concerns Decoy Common** – for consideration and resolution.
- c) **First Bus Service 13c to Wymondham College ceasing from 14<sup>th</sup> May** – for consideration and resolution
- d) **Grant application from Boxing Club** – for consideration and resolution
- e) **Grant application from Attleborough Fire Station** – for consideration and resolution

## **11 Committee Terms of Reference for the municipal year 2023-2024**

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

- a) Personnel
- b) Environment
- c) Events & Communications
- d) Standing Order Review
- e) Illumination Committee (recommendation for dissolution)
- f) Jubilee Woodland Committee

## **12 Committee Members for the municipal year 2023-2024**

To nominate members for the following committees:

- a) Environment
- b) Events & Communications
- c) Standing Order Review
- d) Jubilee Woodland Committee
- e) Illumination Committee (if not dissolved)
- f) Personnel Committee (2023-2027)

## **13 Meeting Schedule for Ordinary Meetings for the municipal year 2023-2024**

For discussion and resolution.

## **14 Representatives on outside bodies Municipal Year 2023-2024**

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

- Football Club

## **15 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

## **16 Grosvenor Park Tennis Court – Repeated Vandalism**

For consideration and resolution

## **17 Gold Standard Bus Stop Queens Square - for consideration and resolution**

## **18 Public Participation (10 minutes)**

## **19 Any items which the Chairman decides are urgent**

For discussion only.

## **20 Items for next Agenda due to the length of this meeting**

- Play Area Proposals
- Removal of Cemetery Spoil
- Website Trial

Expected Meeting Length is 2 Hours

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