



Attleborough Town Council

Historic Market Town in the Heart of Norfolk

You are summoned to the Meeting of Attleborough Town Council
To be held on Monday 8th January 2024 at 7.00pm
This meeting will be held at the Town Hall and streamed via YouTube
(the YouTube link will be posted on www.attleboroughtc.org.uk) and is opened to the public

Sharon Smyth
2nd January 2024
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 Mayors Welcome

2 Apologies for Absence

To receive and accept apologies for absence.

3 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.*

4 Councillor Vacancy for Co-Option – for consideration and resolution

5 Public Participation (10 Minutes)

6 Minutes of the Town Council meeting held on 4th December 2023 - For acceptance and approval

7 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 November 2023 – for information

f) To Appoint Internal Auditor for 2023-24

g) IT Services & Support Update - for consideration and resolution

h) Purchase Mower & Trailer for Grounds Staff – for consideration and resolution

- 8 **New Cemetery Land** – for consideration and resolution
- 9 **A Little More Kindness** – for consideration and resolution
- 10 **Emergency Plan Request for Additional Contingency Co-Ordinators** - for consideration and resolution
- 11 **Councillors Reports**
Town, District and County Councillors can give a brief report on relevant information
- 12 **Correspondence** - for consideration and resolution
 - a) Request for donation
 - b) Letter from resident regarding request for Christmas Card
- 13 **Public Participation (10 Minutes)**
- 14 **Items for next Agenda**
- 15 **Date of Next Meeting**
- 16 **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.
- 17 **Staff Matters** - for consideration and resolution
 - Senior Grounds Staff Contract of Employment
 - To Confirm the Permanent Appointment of 2 Grounds Staff, Contracts of Employment & Salaries
 - Caretaker Vacancy

Expected Meeting Length is 2 Hours

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