



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 Monday 13th May 2024 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) and is opened to the public

Sharon Smyth

7th May 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 Welcome

2 Election of Chairman/Town Mayor for the Municipal Year 2024-2025

To receive nominations and elect the Chairman/Mayor.

3 Election of Deputy Chairman/Deputy Mayor for the Municipal Year 2024-2025

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 8th April 2024 – for acceptance and approval

a) Minutes of the Annual Town Assembly meeting held on 15th April 2024 - for acceptance and approval

8 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 & April 2024** – for information

f) **Asset Register** – for acceptance and approval

- g) **Insurance schedule** – for acceptance and approval
- h) **Subscriptions** – for acceptance and approval
- i) **Church Wall Quotation** - for acceptance and approval

9 Councillors Reports

Town, District and County Councillors can give a brief report on relevant information

10 Clerks Report – for information

11 Bar Lease - To Ratify Members Majority Email Responses Agreeing to change from 7 to 14 Days
for acceptance and approval

12 Cemetery Land Proposals - for acceptance and approval

13 Large Grant Application

- a) Attleborough Town Football Club
- b) Gaymers Bowls Club

14 Committee Terms of Reference for the municipal year 2024-2025

To discuss a recommendation to rebrand Environment Committee to the Opens Spaces Committee and recreate the General Purposes and Finance Committee (Keep SORC for scrutiny to meet once a year and to create a small working group reporting in).

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

For Review

- a) Personnel
- b) Environment
- c) Standing Order Review
- d) Planning & Highways
- e) Jubilee Woodland Committee

For Adoption

General Purposes and Finance

15 Committee Members for the municipal year 2024-2025

To nominate members for the following committees:

- a) Environment
- b) Standing Order Review
- c) Jubilee Woodland Committee
- d) Personnel Committee (2023-2027)
- e) General & Purposes and Finance
- f) Planning & Highways

16 Scheme of Delegation to Consider for Attleborough Town Council - for consideration and resolution

17 To consider the Council's eligibility to exercise the General Power of Competence for the ensuing term of office - for acceptance and approval

18 Annual Review of the Effectiveness of Internal Controls - for acceptance and approval

19 Meeting Schedule for Ordinary Meetings for the municipal year 2024-2025

For discussion and resolution.

20 Representatives on outside bodies Municipal Year 2024-2025

To nominate members for outside bodies:

- Attleborough Development Partnership
- Attleborough Health, Care and Well Being Trust
- Attleborough Charities
- Banham Poultry
- Community Emergency Coordinator (Reaffirm)
- East Harling Internal Drainage Board
- SNAP Police Liaison

21 Annual Review of Documents

To review the following documents for acceptance and approval:

- Annual Review of Effectiveness of Internal Controls
- Financial Risk Assessment
- Member Officer Protocol
- Safeguarding Policy
- Grievance Policy & Procedure
- Complaints Policy & Procedure
- Freedom of Information Act 2000 – Policy & Procedure
- Grants Awards Policy
- Disciplinary Policy
- Communication & Media Policy
- Capability Policy
- Fire & Safety Policy
- Health & Safety Policy
- Data Protection Policy
- Document Retention & Disposal

22 Employees Handbook - for acceptance and approval

23 Public Participation (10 minutes)

24 Items for next Agenda

Expected Meeting Length is 2 Hours