

ATTLEBOROUGH TOWN COUNCIL
Town Hall, Queens Square, Attleborough, Norfolk. NR17 2AF

25 June 2010

SUMMONS TO ATTEND – Notice is hereby given that a meeting of the above-mentioned Council will be held at Attleborough Town Hall on Monday 5 July 2010 at 7 pm.
Members of the public are welcome to attend.

Hilary Elias, Town Clerk Tel: 01953 456194 Fax: 01953 452200 e: enquiries@attleboroughtc.org.uk

AGENDA

To transact the undermentioned business; to receive the following reports and to make such orders or give such directions as necessary:-

1 To accept apologies for absence

2 To receive declarations of interest in items below

3 To agree a resolution that the meeting be adjourned to allow the public to speak
(This includes matters on the agenda. Maximum 10 minutes in duration – NB: a second period of public participation will be allowed at the end of the meeting)

4 To receive the Chairman's report (refer to diary list)

5 To confirm and sign the minutes of the June full Council meeting and the Extraordinary Council meeting on 14 June (previously circulated – factual discrepancies only)

6 To receive a brief update on any items not listed below (NB Information only – no resolutions may be passed)

7 To receive and approve Committee Minutes

i) Planning x 2 ii) Festival iii) Cemetery Working Group iv) Other

8 To receive representatives' reports

9 To receive District Councillors' reports (all information on Breckland matters)

10 To receive the monthly budget summary for June (see document)

11 To authorise payment of cheques (see list)

12 To deal with matters to do with Open Spaces

- i) To consider the provision of a 400m running track at Gaymer's Meadow
- ii) To discuss quotes for skatepark lighting
- iii) To discuss the Respect Signs and their location
- iv) To agree the Working at Heights Risk Assessment
- v) To receive an update on the Obelisk
- vi) To agree quotes for Environmental Studies on the proposed Dell Cemetery Extension
- vii) Other

13 To deal with matters about the Town Hall

- i) To agree a new publicity brochure
- ii) To agree the quote for the 5-year fixed wire testing
- iii) To receive an update on the TIC
- iv) To receive an update on the bar franchise
- v) Other

14 To deal with Municipal matters

- i) To receive information about the Surveyor's Land Charity

15 To discuss and act upon correspondence received (refer to summary of correspondence received since last meeting below)

16 To receive information on Town Affairs (NB information only – No resolutions may be passed)

17 To receive items for next month's agenda

18 To agree a resolution that the meeting be adjourned to allow a period of public participation (NB: 10 minutes maximum)

19 To confirm the date of the next meeting as Monday 2 August 2010 at 7pm.

20 To pass a resolution excluding the press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960

THE FOLLOWING WILL BE DISCUSSED IN CONFIDENCE / *IN CAMERA* / BELOW THE LINE

21 To review the Admin Assistant's salary following successful completion of probationary period

22 To receive an update on the Clerk's replacement

Enclosures / Attachments

Item 4: Mayor's Diary

Item 5: Minutes of June's full & Extraordinary full Council meetings (2 sets)

Item 7: Committee Minutes (4 sets)

Item 10: Monthly budget summary for June

Item 11: List of cheques & payments

Item 12: Skatepark lighting quotes, Working at heights Risk Assessment,

Item 13: Town Hall publicity Brochure, Fixed wire 5 year test quotes

Item 17: List of correspondence received (below)

LIST OF CORRESPONDENCE & DOCUMENTS AS AT 25/06/10

- i) Request for a footpath to St Luke's Hospital**
- ii) Request from Lighthouse Charity to use the skatepark for an event on 3 September**
- iii) Request for a donation to Norfolk Accident Rescue Service**
- iv) Request for a donation to Norfolk & Suffolk Victim Support**
- v) Tuesday 20 July, Queens Square car park, 7am-3pm - waste electrical & electronic recycling eco day**
- vi) Norfolk Police: - Revised structure for local delivery**
- vii) Letter of thanks for donation from Town Twinning Association**
- viii) Information about Councils from Eric Pickles MP**