

ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk. NR17 2AF

27 August 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 6 September 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 August full Council meeting (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) General Purposes iii) Festival 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 August (see document)

11 To authorise payment of cheques (see list)

12 To consider altering the mandate for cheque signatories (and any resulting changes to Standing Orders & Financial Standing Orders)

13 To discuss the monitoring of small daily purchases during the interim period without a Town Clerk

14 To deal with matters to do with Open Spaces

- i) To discuss the purchase of a second-hand teen shelter from Hethersett Parish Council
- ii) To agree quotes for work to trees in the Cemetery
- iii) To receive an update on the 400m running track
- iv) Other

15 To discuss part-night street lighting

16 To agree the purchase of a laptop and compatible software for the Temporary Admin Assistant

17 To receive an update on the Task Force meeting & LDF presentation on Tuesday 3 August

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

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

20 To receive items for next month's agenda

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

22 To confirm the date of the next meeting as Monday 4 October 2010 at 7pm.

23 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 DEALT WITH IN CONFIDENCE / IN CAMERA / BELOW THE LINE

24 To receive an update on the Clerk's replacement

25 To discuss staff salaries and terms and conditions of employment

26 To confirm the position of Mr R Caddy as Caretaker following the three month trial period

Enclosures / Attachments

Item 4: Mayor's Diary

Item 5: Minutes of August's full Council meeting

Item 7: Committee Minutes (4 sets)

Item 10: Monthly budget summary for August

Item 11: List of cheques & payments

Item 14: Quotes

Item 17: Quotes

Item 18: List of correspondence received (below)

LIST OF CORRESPONDENCE & DOCUMENTS AS AT 27/08/10

- i) Request from Norfolk & Norwich Pensioners Association (local branch) for grant to support their regional conference to be held in Connaught Hall in October.
- ii) Request for support for a Pelican crossing in Surrogate Street
- iv) Request for a grant from Vitalise, a charity providing holidays for disabled people,
- v) Request for Council to write to MP re an Early Day Motion regarding nuclear power stations
- vi) Copy of letter to ACT seeking a meaningful/historical name for Victory Park Business Area
- vii) Norfolk CC Thieves Lane – Footway & Drainage work commencing 06/09/10 taking 6 weeks
- viii) Winston Churchill Travelling Fellowships 2011
- ix) Free Seminar on Social Enterprises – 28/09/10 “Changing Lives Locally”
- x) The Community Right to Build
- xi) “Manage Your Finances” booklet for residents and businesses.