

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

30 April 2010

SUMMONS TO ATTEND – Notice is hereby given that the ANNUAL MEETING of the above-mentioned Council will be held at Attleborough Town Hall on Monday 10 May 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 Elect the Chair / Town Mayor 2010-2011:

a) To receive nominations for Town Mayor b) To elect the Town Mayor c) To receive the acceptance of office of the new Town Mayor d) New Mayor's introduction to the year e) Outgoing Chair's report and resume

2 To elect a Vice-Chair / Deputy Mayor

3 To accept apologies for absence

4 To receive declarations of interest in items below

5 To agree new committees and their membership

6 To appoint representatives to other bodies (see previous list enclosed)

7 To pass a resolution to adjourn the meeting for a time of public participation (NB: 10 minutes maximum – a second period of public participation will take place at the end of the meeting)

8 To make recommendations on new planning applications

9 To confirm and sign the minutes of the last meeting (previously circulated – factual discrepancies only)

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

11 To receive and approve committee minutes: (refer to enclosed documents)

i) General Purposes ii) Festival iii) Other

12 To receive representatives' reports

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

14 To receive details of April's financial statement (refer to enclosed document)

15 To authorise payment of Bills and Cheques (refer to list)

16 To agree the re-appointment of Mrs Pauline James as independent internal auditor

17 To review essential documents (previously circulated)

i) ATC Standing Orders
ii) ATC Financial Regulations
iii) ATC Financial Risk Assessment

18 To receive an update on the casual vacancy in Queens Ward

19 To deal with matters to do with Open Spaces

- i) To ratify the purchase of two walking mowers
- ii) To agree a top-up sum to purchase play equipment at the Recreation Ground
- iii) To agree the purchase of play bark
- iv) To receive an update on Risk Assessments for equipment
- v) To receive an update on extending the play area at the Recreation Ground

20 To deal with matters about the Town Hall

- i) TIC - CCTV installation
- ii) Brochure
- iii) Other

21 To discuss a proposal for the quarterly newsletter

22 To deal with Municipal matters

- i) To receive information re planning permission for the flagpole on Queens Square
- ii) Other

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

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

25 To receive items for next month's agenda

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

27 To confirm the date of the next meeting as Monday 7 June 2010 at 7pm.

Enclosures / Attachments

Item 1 (e): Mayor's Diary

Item 6: Representatives list for discussion

Item 9: Minutes of April's full Council meeting

Item 10: Committee minutes (2 sets)

Item 14 Monthly budget statement for April

Item 15: List of bills & cheques

Item 17: ATC General Risk Assessment, ATC Financial Regulations & ATC Financial Risk Assessment

Item 22: List of correspondence received

LIST OF CORRESPONDENCE & DOCUMENTS AS AT 30/04/10

None to date