

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

2 May 2008

**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 12 May 2008 at 7 pm. Members of the public are welcome to attend.

Hilary Elias, Town Clerk      Tel: 01953 456194      Fax: 01953 452200      e: [atcclerk@tiscali.co.uk](mailto:atcclerk@tiscali.co.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 2008-2009:**

**a)** To receive nominations for Town Mayor **b)** To elect the Town Mayor **c)** To receive 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 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)**

**6 To put to the Chair any urgent business [under the Local Government Act 1972 Section 100 (B)(4)(b)]**

**7 To confirm the minutes of the previous meeting (factual discrepancies only)**

**8 To receive a brief update on any items not listed below (NB: information only – no resolutions may be passed)**

**9 To receive and approve committee minutes: i) Planning x 2 ii) Town Promotion iii) Open Spaces iv) Town Hall v) Finance x 2 (refer to enclosed documents)**

**10 To receive Representatives' reports**

**11 To agree new committees and their membership (see enclosed document)**

**12 To appoint representatives to other bodies (see enclosed suggestion list)**

**13 To co-opt new members - one casual vacancy in Burgh / Haverscroft Ward & two in Queens Ward (see enclosed letters)**

**14 To consider receipt of a lump sum at the handover of the playparks in lieu of an annual sum**

**15 To agree to apply for premises licences on Gaymer's Meadow and Queen's Square**

**16 To receive the reports of District Councillors**

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

**18 To receive and approve the financial statement for April 2008 (see enclosed spreadsheet)**

- 19 To receive and approve the end of year statement 2007-2008 (see Finance Committee Minutes)**
- 20 To authorise payment of Bills and Cheques (see attached list)**
- 21 To discuss and act upon correspondence received (refer to summary list)**
- 22 To receive information on Town Affairs (NB: information only – no resolutions may be passed)**
- 23 To receive items for next month's Agenda**
- 24 To agree a resolution that the meeting be adjourned to allow a period of public participation (NB 10 minutes maximum)**
- 25 To confirm the date of the next meeting as Monday 2 June 2008 at 7pm**

### **Enclosures / Attachments**

- Item 1 (e): Mayor's Engagement Diary**
- Item 7: Minutes of April full Council meeting**
- Item 9: Committee minutes (6 sets)**
- Items 11& 12: Committees & Representatives list for discussion**
- Item 13: Letters from prospective members**
- Item 18 Monthly budget statement for April**
- Item 19: End of year financial statement**
- Item 21: List of bills & cheques**
- Item 22: List of correspondence received**