

ATTLEBOROUGH TOWN COUNCIL

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

21 November 2008

SUMMONS TO ATTEND – Notice is hereby given that a meeting of the above-mentioned Council will be held at Attleborough Town Hall on Monday 1 December 2008 at 7pm. Members of the public are welcome to attend.

Hilary Elias,
Town Clerk

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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 agree a resolution that the meeting be adjourned to allow a period of public participation (maximum 10 minutes in duration – NB: a second period of public participation will be allowed at the end of the meeting)

3 To receive declarations of interest in items below

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

5 To confirm and sign the minutes of the last meeting (previously circulated)

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: (refer to enclosed documents)

i) Planning x 2 ii) Health & Safety iii) Town Hall iv) Open Spaces v) Finance vi) Others

8 To receive representatives' reports

9 To receive details of October's financial statement (refer to enclosed documents)

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

11 To agree quotes for Town Hall projects:

i) To agree a quote for replacement / repair of windows

12 To agree quotes for Open Spaces projects

i) To agree quotes for woodworm treatment in cemetery chapel

ii) To agree quotes for the repair of the kissing gate in St Mary's churchyard

13 To agree the purchase of an Accountancy Package

14 To receive confirmation of arrangements for Remembrance Sunday and Armistice Day

15 To receive an update on the youth facility

16 To discuss a further request for the Continental Market to be held alongside the weekly market

17 To receive District Councillors' reports

18 To discuss and act upon correspondence received (refer to attached summary of correspondence)

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 1 December 2008 at 7pm

23 To pass a resolution to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960

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

24 To agree staff salaries for 2009-2010

Enclosures / Attachments

Item 4: Mayor's Diary

Item 5: Minutes of October's full Council meeting

Item 7: Committee minutes (6 sets)

Item 9: Monthly budget statement for October

Item 10: List of bills & cheques

Item 17: List of correspondence received