

ATTLEBOROUGH TOWN COUNCIL

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

27 November 2009

SUMMONS TO ATTEND – Notice is hereby given that a meeting of the above-mentioned Council will be held at Attleborough Town Hall on Monday 7 December 2009 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 – 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: (refer to enclosed documents)

i) Planning x 2 ii) Town Hall iii) Open Spaces iv) Finance

8 To receive representatives' reports

9 To receive District Councillors' reports

10 To receive details of November's financial statement (refer to enclosed documents)

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

12 To agree to complete the flooring of the Town Hall

13 To consider setting up a dedicated Attleborough Town Council website

14 To approve the budget and precept requirement for 2010-2011

15 To approve quotes for the topographical & tree surveys for the planning application for the Dell cemetery extension

16 To receive an update on the play project and questionnaire replies

17 To consider the Council's committee structures

18 To agree to raise the amount which can be spent by the Clerk and Committees without full Council's approval from £350 to £500 and to amend the Standing Orders and Financial Standing Orders accordingly

19 To approve the play area safety checklists for regular use

20 To adopt the Risk Assessment for the public toilets

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

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 4 January 2010 at 7pm

Enclosures / Attachments

Item 5: Mayor's Diary

Item 6: Minutes of November's full Council meeting

Item 8: Committee minutes (5 sets)

Item 11: Monthly budget statement for November

Item 12: List of bills & cheques

Item 13: Town Hall flooring quotes

Item 15: Budget & Precept proposals 2010-2011

Item 20: Draft play area checklists

Item 21 Public toilets risk assessment:

Item 22: List of correspondence received (see below)

LIST OF CORRESPONDENCE & DOCUMENTS AS AT 27/11/09

i) St Luke's Hospital: Maintenance team at Station Road property and complaints log.

ii) 20mph Zones on approach roads: local support

iii) End of tether campaign:

iv) Attleborough High School: thanks for sponsoring prizes

v) Land Registry confirmation of transfer of land: behind Cyprus Road

vi) BDC's Town & Parish Council Forum Newsletter:

vii) BDC Town & Parish Newsletter Issue 3:

viii) Bulk fuel syndicate: