

ATTLEBOROUGH TOWN COUNCIL

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

23 May 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 2 June 2008 at 7pm. Members of the public are welcome to attend.

Hilary Elias,
Town Clerk

Tel/ Fax: 01953 456194

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

4 To receive declarations of interest in items below

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

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

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

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

i) Planning x 2 ii) Town Hall iii) Festival iv) Others

9 To receive representatives' reports

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

11 To appoint representatives to external bodies

12 To confirm new members on Council Committees

13 To receive details of May's financial statement (refer to enclosed documents)

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

15 To ratify the changes in specifications to the refurbishment of the toilets

16 To agree that representatives on the Sports & Leisure Forum should have the right to cast votes as representatives of the Council

17 To agree a date for a meeting to review the Standing Orders, the Risk Assessment, the Health & Safety Policy and the Complaints Procedure.

18 To receive District Councillors' reports

19 To discuss and act upon correspondence received (refer to enclosed summary of correspondence received since last meeting – None received to date)

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

21 To receive items for next month's agenda.

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

23 To confirm the date of the next meeting as Monday 7 July 2008 at 7pm

24 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 / *IN CAMERA* / BELOW THE LINE

25 To receive an update on staffing

Enclosures / Attachments

Item 5: Mayor's Diary

Item 6: Minutes of May full Council meeting

Item 8: Committee minutes (4 sets)

Item 10: Letters from prospective councillors

Item 13: Monthly budget statement for May

Item 14: List of bills & cheques

Item 19: List of correspondence received