

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

23 July 2010

**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 August 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](mailto: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 accept apologies for absence**

**2 To receive declarations of interest in items below**

**3 To agree a resolution that the meeting be adjourned to allow the public to speak**  
(This includes matters on the agenda. Maximum 10 minutes in duration – NB: a second period of public participation will be allowed at the end of the meeting)

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

**5 To confirm and sign the minutes of the July full Council & Extraordinary full Council meeting of 19/07/10 (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**

i) Planning x 2 ii) Festival iii) Other

**8 To receive representatives' reports**

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

**10 To receive the monthly budget summary for July (see document)**

**11 To authorise payment of cheques (see list)**

**12 To discuss the first draft of the 2011-2012 budget & precept requirement (see documents)**

- i) Town Hall Hire charges
- ii) Burial fees
- iii) Allotment fees
- iv) Grants & Donations

**13 To deal with matters to do with Open Spaces**

- i) Update on 400m running track
- ii) Update on Dell Cemetery Extension
- iii) Other

**14 To deal with matters about the Town Hall**

- i) To consider quotes for 20 foot containers
- ii) To receive an update on the TIC
- iii) To receive an update on the bar franchise

**15 To deal with Municipal / Civic matters**

- i) To consider badges

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

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

**18 To receive items for next month's agenda**

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

**20 To confirm the date of the next meeting as Monday 6 September 2010 at 7pm.**

**21 To pass a resolution excluding the press and public from the meeting under the Public Bodies (Admission to Meetings) Act 1960**

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**THE FOLLOWING WILL BE DEALT WITH IN CONFIDENCE / IN CAMERA / BELOW THE LINE**

**22 To consider a request that the Admin Assistant be paid overtime for her extra hours worked during the interim period / changeover to a new clerk, rather than receiving time off in lieu**

**23 To receive an update on the Clerk's replacement**

**Enclosures / Attachments**

**Item 4: Mayor's Diary**

**Item 5: Minutes of July's full & Extraordinary full Council meetings (2 sets)**

**Item 7: Committee Minutes (4 sets)**

**Item 10: Monthly budget summary for July**

**Item 11: List of cheques & payments**

**Item 12: Budget summary & grants list; Cemetery fees**

**Item 16: List of correspondence received (below)**

**LIST OF CORRESPONDENCE & DOCUMENTS AS AT 23/07/10**

**None to date**