

Council Summons & Agenda

Tuesday 29 November 2016

at 19:00 at the Dayspring Centre, Black Swan Loke, North
Walsham

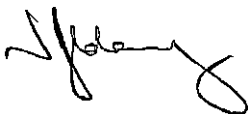
24 November 2016

Members of the Town Council

You are summoned to attend a meeting of the Town Council, to be held at the Dayspring Centre on **Tuesday 29 November 2016 at 19:00** for the transaction of business set out below. A reminder that items not on the agenda may not be raised.

Members are reminded to sign the attendance register before leaving the meeting.

Yours sincerely



N J Clancy

Town Clerk

AGENDA: Meeting of North Walsham Town Council on 29 November 2016

at the Dayspring Centre, Black Swan Loke, North Walsham commencing at 19:00

Open to the Press and Members of the Public

1. Administrative:

- a. To receive declarations of interest and to agree dispensations
- b. To receive apologies for absence
- c. To receive and approve minutes of the Special Meetings of the Town Council held on 3 and 11 October 2016, the meeting of the Town Council held on 25 October 2016 and the Precept Meetings held on 8 and 15 November 2016

2. To adjourn the meeting for Public Participation and External Reports:

- a. To receive the Crime Report from the Police, and to permit Members to raise matters relating to North Walsham.
- b. To receive reports from District and County Councillors relating to North Walsham, and to permit Members to raise matters relating to North Walsham
- c. Public participation

3. To receive reports from the Town Mayor and Deputy Mayor

4. Items for decision/discussion by the Town Council:

- a. To appoint member of the Personnel & Grants Committee
- b. To appoint Council representative to Regenerate North Walsham
- c. To agree office opening times over Christmas/New Year
- d. To delegate powers to the Town Clerk, Town Mayor and Deputy Mayor to act on behalf of the Town Council over the Christmas period (14 December – 10 January)
- e. To consider street naming request from NNDC/Persimmon Homes re development on Norwich Road
- f. To consider recommendations from the Media & Information Committee:
 - i. To terminate the existing telephony contract and to introduce a VOIP system to provide an improved telephone service – to discuss at Item 12
 - ii. To terminate the existing broadband/ADSL contract and replace with one more suited to the Council's needs – to discuss at Item 12
 - iii. To purchase IT kit as an enabling measure to meet the requirements of NNDCs fully electronic planning system to be introduced with effect from 1 April 2017
 - iv. To agree Committee Terms of Reference
 - v. To support the hosting of a meeting with all interested local groups to consider what the town wants/needs from a Town Guide
- g. To consider progress on proposed bus interchange
- h. To consider details of proposed Town Council vehicle compound
- i. To consider cemetery fees
- j. To consider siting of bench outside Mundesley Road Car Park (bus stop)
- k. To consider improving the footpath connecting New Road and Hall Lane
- l. To consider Council response to Broads Authority Flood Risk Supplementary Planning Document 2016 consultation
- m. To consider proposal for North Walsham Fireworks 2017
- n. To consider whether current Standing Orders provide sufficient provision for the Council to appoint a deputy to the Proper Officer in case of absence (ref. Standing Order 15.1)

- o. To consider the need for a specialist accounting package to support the Council's financial information requirements

5. Items for information:

- a. Update on grass verge maintenance (Norfolk County Council) and "other" grassed areas" maintenance (NNDC) contracts
- b. Update on War Memorial Park playground equipment installation programme
- c. Update on Spa Common fence

6. Finance

- a. To receive and approve revised mid-year expenditure/budget reports
- b. To receive and approve final payments and receipts for October 2016 and payments to date in November
- c. Budget and Precept 2017/18: further discussion and agreement

7. Planning Committee:

- a. To receive the minutes of the meetings held on 25 October and 8 November 2016

8. Reports from Other Committees and Groups:

- a. To receive the minutes of the Markets Group meeting held on 13 October 2016
- b. To receive the minutes of the Christmas Lights Group meeting held on 12 October 2016
- c. To receive the minutes of the Development & Amenities Committee meeting held on 18 October 2016
- d. To receive the minutes of the Funday Committee meeting held on 18 October 2016
- e. To receive minutes of the Media & Information Committee meeting held on 1 November
- f. To receive update from updates from Council representatives to external organisations
 - i. North Norfolk Town & Parish Forum: Report on meeting on 14 November 2016 with Rt Hon Norman Lamb MP

9. Dates of forthcoming meetings and events:

- a. Tuesday 6 December 2016, 18:30: Media & Information Committee
- b. Thursday 8 December 2016, 18:45: Markets Group
- c. Tuesday 13 December 2016, from 18:30: Final Planning Committee and Full Council meetings of 2016
- d. Sunday 18 December 2016: Christmas Market (including best Christmas-dressed stall competition; all proceeds from stall fees to Town Mayor's charity fund)

10. To receive items of correspondence

11. Items for next agenda

12. Items requiring a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public due to the confidential nature of the business to be discussed, including:

- a. Information Office contract
- b. Services contracts – telephony and broadband