



# NORTH WALSHAM TOWN COUNCIL

## Full Council Meeting

17 September 2019

To: **All Members of the Town Council**

You are hereby **SUMMONED** to attend the **Full Council Meeting** to be held at **18 Kings Arms Street, North Walsham NR28 9JX** on **Monday 23 September 2019**, at **19.00**

Should you be unable to attend please phone/email with your apologies and reasons.

Yours sincerely

*J. Shields*

Town Clerk

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### **AGENDA**

1. **APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence

2. **DECLARATIONS OF INTEREST**

To receive declarations of pecuniary or personal interests and consider requests for dispensations

3. **TO AGREE MINUTES OF PREVIOUS TOWN COUNCIL MEETINGS**

To receive and approve minutes of the Council Meeting – 30 July 2019

4. **TO ADJOURN THE MEETING FOR PUBLIC PARTICIPATION AND EXTERNAL REPORTS**

(Max 3mins per person as per Standing Orders 3g, max 15 mins total duration as per Standing Orders 3f)

a. Public participation

b. To receive reports from District and County Councillors relating to North Walsham

5. **TO RECEIVE A MONTHLY REPORT FROM THE TOWN MAYOR**

6. **MATTERS ARISING FOR DECISION/DISCUSSION BY THE TOWN COUNCIL**

a. To consider developing Wildflower Meadow area's within North Walsham (PH)

i. Royston Green

ii. Greens Road Verges

iii. War Memorial Park (by Tennis courts)

b. To consider Events

i. 5K road race - 26 June 2020

ii. Family Day in the Churchyard with a car boot in the Market Place - 25 May 2020

c. To consider amendments to policies as recommended by relevant Committees

i. Standing Orders page 8 – 5I 'Delegated powers will be given to the Clerk to deal with routine decisions within budget and any health & safety emergencies' (P&G)

ii. FOI Policy add charge costs and page 4 – 'Payment for copies and postage will be paid in advance of information being sent out' (P&G)

- iii. Financial Regulations (F&G)
  - page 4 – 4.i ‘in conjunction with either Mayor, Deputy Mayor or Chair of appropriate Committee’
  - page 9 – 10.2 ‘usually by seeking three quotations’
  - page 10 – 11.1aii ‘and appropriately qualified professionals’
- iv. Event Management Plan (M&I) (plan emailed)
- d. To adopt new policies as recommended by P&G and D&A Committees
  - i. Pension Policy – taken from Norfolk Pension Fund’s template (P&G)
  - ii. Information audit – to do spot checks quarterly maybe add to internal scrutineer list? (P&G)
  - iii. Retention & Disposal Policy add page 4 – 8.3 ‘The retention periods below, start from the date of the meeting in which they were adopted. This date being the Full Council meeting of 23 September 2019’ (P&G)
  - iv. Planning Policy (P&G)
  - v. Grass Verge Policy (D&A)
  - vi. Annual Event Contract (D&A)
- e. To consider installing CCTV and a counter at the Council Offices (GB)
- f. Train station parking charges (PH)

## **7. FINANCE**

- a. To approve income and expenditure for July 2019
- b. To approve income and expenditure for August 2019
- c. To approve expenditure up to 13 September 2019
- d. To discuss any new Precept idea’s and note survey results (survey emailed)

## **8. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY**

- a. To note actions made under delegated powers during August Recess
- b. Police Newsletter August & September 2019
- c. Attendance % sheet
- d. Defibrillator letter from Duncan Baker
- e. External Audit is complete and the ‘Notice of Conclusion of Audit’ is on the website

## **9. UPDATES**

- a. Action Log Sept 2019
- b. CCTV at Police Station
- c. Water Fountain – works needed so far
- d. High Street Heritage Action Zone (PO) (BH)
- e. Battle of Britain event at County Hall (AF)

## **10. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS**

- a. Planning applications under delegated powers during August 2019
- b. Marketing Committee – 22 August 2019
- c. Planning Meeting – 10 September 2019
- d. Development & Amenities – 10 September 2019
- e. Finance & Grants – 13 September 2019
- f. Personnel & Governance – 16 September 2019

## **11. DATES OF FORTHCOMING MEETINGS AND EVENTS**

- Planning Committee – Tuesday 8 October 2019, 18.30 at 18 Kings Arms Street

- Development & Amenities – Tuesday 8 October, 19.00 at 18 Kings Arms Street
- Personnel & Governance Committee – Thursday 17 October 2019, 18.30 at 18 Kings Arms Street
- Media & Information Committee – Tuesday 22 October 2019, 18.30 at 18 Kings Arms Street
- Planning Committee – Tuesday 29 October 2019, 18.30 at 18 Kings Arms Street
- Full Council – Tuesday 29 October, 19.00 at 18 Kings Arms Street
- Finance & Grant Committee – Friday 1 November 2019, 12.00 at 18 Kings Arms Street

**12. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY**

**13. TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for confidential matters**

- Poppies additional parking and repairs needed
- Staff pay rises as recommended by Personnel and Governance Committee