



NORTH WALSHAM TOWN COUNCIL

Full Council Meeting

23 October 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 **Tuesday 29 October 2019**, at **19.00**

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

Yours sincerely

J. Shields

Town Clerk

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 – 23 September 2019

4. **TO ADJOURN THE MEETING FOR PUBLIC PARTICIPATION**

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

5. **TO RECEIVE MONTHLY REPORTS**

5.1 Police Report (written report attached)

5.2 District & County Councillors

5.3 Town Mayor

6. **UPDATE ON MATTER FROM PREVIOUS MINUTES**

Decision/Action Log (report attached)

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

7.1 To adopt New Policies

a. Starters & Leavers Policy as recommended by P&G 16.10.19 (P&G)

b. Grass Verge Policy, deferred from FC meeting 24.9.19 (D&A)

c. Event Management Policy (emailed), deferred from FC meeting 24.9.19 (MG)

7.2 Amended Contract for New Employees – amend sick pay allowance as recommended by P&G 16.10.19 (P&G)

7.3 Christmas Free Parking from NNDC – to agree 2 dates for free parking within the town

- 7.4 Survey Results for the Wild Meadow Survey
 - a. Greens Road Verges
 - b. War Memorial Park (by Tennis courts)
 - c. Royston Green
- 7.5 To discuss Byelaws – revoking, replacing and investigation report
- 7.6 HR & HS Consulting Services (GB)
- 7.7 Freedom of Information - to discuss a tab on website, containing additional information
- 7.8 Christmas Closing Hours as recommended from P&G (P&G)
- 7.9 Appoint Additional Scrutineer
- 7.10 To discuss providing grave digging service (GB)

8. **FINANCE**

- 8.1 To approve income and expenditure for September 2019
- 8.2 To approve expenditure up to 22 October 2019
- 8.3 To receive income & expenditure comparison – ‘estimated’ against ‘actual’
- 8.4 To receive Scrutineers Report for the quarter July-Sept

9. **CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY**

- 9.1 Attendance % sheet
- 9.2 Complaint update

10. **UPDATES**

- 10.1 DBS check – procedures (report attached)
- 10.2 High Street Heritage Action Zone (PO) (BH)
- 10.3 MTI on precinct (BW)

11. **TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS**

- 11.1 Media & Information Meeting – 17 September 2019
- 11.2 Bittern Line Community Rail Partnership Meeting – 20 September 2019 (emailed)
- 11.3 Community Hub Sub-group – 23 September 2019
- 11.4 Planning Committee – 23 September 2019
- 11.5 Planning Committee – 8 October 2019
- 11.6 Development & Amenities – 8 October 2019
- 11.7 Personnel & Governance – 16 October 2019

12. **DATES OF FORTHCOMING MEETINGS AND EVENTS**

- 12.1 Finance/Precept Meeting with Chairs – Friday 1 November 2019, 12.00 at 18 Kings Arms Street
- 12.2 Planning Committee – Tuesday 12 November 2019, 18.30 at 18 Kings Arms Street
- 12.3 Development & Amenities – Tuesday 12 November, 19.00 at 18 Kings Arms Street
- 12.4 Personnel & Governance Committee – Thursday 21 November 2019, 18.00 at 18 Kings Arms Street
- 12.5 Media & Information Committee – Tuesday 19 November 2019, 18.30 at 18 Kings Arms Street
- 12.6 Planning Committee – Tuesday 26 November 2019, 18.30 at 18 Kings Arms Street
- 12.7 Full Council – Tuesday 26 November, 19.00 at 18 Kings Arms Street
- 12.8 Finance & Grant Committee – TBC

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