



# Notice of North Walsham Town Council Meeting

16 April 2018

Members of the Town Council

You are hereby summoned to attend the **Full Council Meeting** of North Walsham Town Council to be held at the **Dayspring Centre, Black Swan Loke, North Walsham** on **Tuesday 24 April 2018, at 19:00**

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

Yours sincerely

*J. Shields*

Acting Town Clerk

---

## AGENDA

1. **DECLARATION OF INTEREST**

To receive declarations of interest for agenda items and consider requests for dispensation

2. **APOLOGISES FOR ABSENCE**

To receive and accept apologies for absence

3. **MINUTES OF PREVIOUS MEETING**

To receive and approve minutes of the meeting 27 March 2018.

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

(Max 3mins per person, 15 mins total duration as per Standing Orders 1.7/1.8)

- a. To receive reports from District and County Councillors relating to North Walsham
- b. Public participation

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

6. **ITEMS FOR DECISION/DISCUSSION BY THE TOWN COUNCIL**

- a. To consider New Boiler and central heating for Cemetery Lodge
- b. To consider surveyors report for Cemetery Lodge
- c. To consider surveyors report for Cemetery Chapel
- d. To consider options for subscription on Market Cross
- e. To consider Town Strategy – Town Council

- f. To consider Town Strategy – Local Plan
- g. To consider Town Strategy – Pedestrianisation
- h. To consider Town Strategy – Research arising
- i. To accept Terms of Reference and policies
  - a. Development & Amenities ToR's
  - b. Finance & Grants ToR's
  - c. Market ToR's
  - d. Media & Information ToR's
  - e. Personnel & Standards ToR's
  - f. Absence Sickness & Annual Leave
  - g. Communication protocol
  - h. Complaints policy
  - i. Co-option procedure
  - j. Disciplinary procedure
  - k. Employee code of conduct
  - l. Equal opportunities policy
  - m. Financial Regulations
  - n. Financial Risk Management
  - o. Grant Awards policy
  - p. Grievance policy
  - q. Health and Safety Policy
  - r. Members Code of Conduct
  - s. Standing Orders

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

- a. Action Log
- b. Norfolk ALC Training & Events Calendar for June

**8. FINANCE**

- a. To receive and approve payments and receipts for March 2018
- b. To receive and approve payments up to 19 April 2018
- c. To receive comparison of Actual and Estimates – RECEIPTS
- d. To receive comparison of Actual and Estimates – PAYMENTS
- e. To consider Grant application from Guerrilla Gardener – Simon Weal
- f. To consider Grant application from N. Walsham & Dilham Canal

**9. TO AGREE REPORTS FROM GROUPS AND COMMITTEES**

- a. Finance Committee Minutes – 22 February 2018
- b. Finance Committee Minutes – 29 March 2018
- c. Personnel & Grants Minutes – 12 March 2018
- d. Extraordinary Personnel & Grants Minutes – 17 April 2018
- e. Media & Information Minutes – 12 March 2018
- f. Development & Amenities Minutes – 13 March 2018

**10. DATES OR FORTHCOMING MEETINGS AND EVENTS**

- Annual Full Council Meeting - Tuesday 15 May 2018, 19.00 at Day Spring Centre
- Planning Meeting - Tuesday 8 May 2018, 18.30 at Day Spring Centre
- Development & Amenities - Tuesday 8 May 2018, 19.00 at Day Spring Centre
- Planning Meeting - Tuesday 29 May 2018, 18.30 at Day Spring Centre
- Town Council Meeting - Tuesday 29 May 2018, 19.00 at Day Spring Centre

**11. ITEMS FOR NEXT AGENDA**

**12. EXCLUSION OF PUBLIC AND PRESS UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**13. STAFFING MATTERS**

- Letter of Complaint
- Temporary/Permenant Staff