



Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling
Chairman: Mrs. F. Bickley

Notice of Meeting to Members of the Public and Press

You are cordially invited to attend a meeting of Redenhall with Harleston Town Council which will be held in the Social Room, Harleston Leisure Centre, on Wednesday 16th May 2018 at 7.00 pm to consider the business detailed below.

Signed: *Lynda Ling*

Town Clerk

Date: 11th April 2018

Members of the press and public are welcome to attend and there will be an opportunity for public participation after agenda item 4 and 19

AGENDA

1. a) to elect a Chairman
b) to elect a Vice-Chairman
c) to receive the Chairman's Declaration of Acceptance of Office
2. Welcome
3. To receive and accept apologies from members unable to attend
4. To receive any declarations of pecuniary or any other Interests in particular matters to be raised at this meeting
5. To approve the draft minutes of the town council meeting held on Wednesday 9th May 2018 and note the draft minutes of the Recreation Committee, Wednesday 2nd May 2018
6. Matters arising from previous minutes

The meeting will be adjourned for public participation (maximum 20 minutes) for items to be discussed on the Agenda only

7. Police, District and County Councillor's reports
8. Chairman's report
9. To receive an update on monthly finances

Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk. IP20 9DD
Telephone: 01379 854519, email: harlestontc@harlestontowncouncil.co.uk
<http://www.harlestontowncouncil.co.uk>

Office Hours: Monday, Tuesday & Friday 9.30am to 1pm and Wednesdays 1pm to 5pm

10. To ratify recommendations made by the Finance Committee and agree any action
 11. To discuss the old toilet block and agree any action
 12. To approve and agree policies as recommended by the Standing Orders/Policies Working Group and agree any action which will include:-
 - Standing Orders
 - Financial Regulations
 - GDPR Policies – CCTV, Social Media and Communications, Data Protection, Information Protection and Information Incident Policies
 13. To resolve to agree representation on external bodies, such as HIP, Exchange II, Harleston's Future and the Business Forum
 14. To resolve to appoint councillors on committees and working groups:-
 - **Working Groups** - Development Working Group, Communications Working Group, and Standing Orders/Policies Working Group
 - **Committee's** – Environment Committee, Finance Committee, Personnel Committee, Planning Committee and Recreation Committee
 15. To note and approve the accounts for the financial year 2017/18
 16. To resolve to sign off Sections 1 and 2 of the Annual Return
 17. To discuss and agree the clerks attendance to a SLCC (Society of Local Council Clerks) Regional Training Seminar in Norwich on Wednesday 11th July 2018 at a cost of £75 and the Norfolk Local Councils 2018 Conference on 15th June in Norwich (£49.50)
 18. To discuss the current council office space and to consider making some changes to the location of the council office and any related alterations necessary.
 19. To receive reports from working groups and agree any action
 20. To receive reports from Committees and note their decisions and where appropriate agree any action
 21. To receive reports from town councillors (for information only)
 22. To receive the Clerk's report (for information only)
 23. To approve items of expenditure invoiced since the March 2018 meeting and note balances
 24. To be informed of significant correspondence and agree any action (list as circulated)
- The meeting will be adjourned for public participation (maximum 10 minutes)**
25. To resolve to exclude the press and public [Public Bodies (Admission to Meetings) Act 1960, Sec 1 (2)] due to the confidential nature of the following items
 26. To discuss personnel and cemetery items
 27. To confirm the date of the next meeting – Wednesday 20th June 2018 at 7.00pm at the Leisure Centre, Wilderness Lane, Harleston