



Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling
Chairman: Mr B. Woods

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 Clerks Office, Memorial Leisure Centre on **Wednesday 15th February 2017 at 7.00pm** to consider the business detailed below and there will be an opportunity for public participation after agenda items 5 and 27

Signed: (Town Clerk)

Date: 8th February 2017

AGENDA

1. Welcome
2. To receive and accept apologies from members unable to attend.
3. To receive any declarations of pecuniary or any other Interests in particular matters to be raised at this meeting
4. To approve the minutes of the meetings held on Wednesday 18th January 2017 and note the draft minutes from the Personnel Committee (Tuesday 24th January 2017), Finance Committee (Tuesday 7th February 2017) and Planning Committee (Wednesday 1st February 2017)
5. 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

6. Police, District and County Councillor's reports
7. Chairman's report
8. To agree the cost of the resurfacing works on the Jays Green footpath as recommended by the Finance Committee and agree any action
9. To resolve to set the date for the Annual Town Meeting and its format
10. To agree to adopt the Annual Review of Effectiveness of Internal Control as recommended by the Finance Committee
11. To agree to pay Pauline James for professional advice relating to year end accounts as recommended by the Finance Committee

12. To discuss and agree to an annual VAT review by Elysian Associates and agree any action
13. To agree the implementation of a policy of charging a non-refundable deposit for usage of council services/hire as recommended by the Finance Committee
14. To agree the implementation of a policy for unpaid invoices as recommended by the Finance Committee
15. To agree the installation of a pedestrian footpath from Wilderness Lane onto the recreation grounds as recommended by the Recreation and Finance Committee's
16. To receive an update relating to the war memorial gardens and agree any action
17. To consider formalising the procedure relating to additions to working group, committee and council agenda's and agree any action
18. To receive an update relating to the car park steering group and agree any action
19. To authorise a small increase in the budget for the refurbishment of the social room works (relocation of a door) and agree any action
20. To consider the replacement of two lighting columns in Bullock Fair Car Park as discussed at the Environment Working Group and agree any action
21. To discuss and authorise the payment for two maintenance members of staff to undertake a mobile scaffolding course any agree any action
22. To receive reports from working groups and agree any action
23. To receive reports from Committees and note their decisions and where appropriate agree any action
24. To receive reports from town councillors (for information only)
25. To receive the Clerk's report (for information only)
26. To approve items of expenditure invoiced since the January 2017 meeting and note balances
27. To be informed of significant correspondence and agree any action (list as circulated)

The meeting will be adjourned for public participation (maximum 10 minutes)

28. 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
29. To discuss issues relating to personnel and contracts, and also obtaining HR advice and agree any action
30. To confirm the date of the next meeting – Wednesday 15th March 2017 at 7.00pm at the Harleston Leisure Centre