



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 Social Room, Memorial Leisure Centre on **Wednesday 17th May 2017 at 7.00pm** to consider the business detailed below and there will be an opportunity for public participation after agenda items 6 and 27

Signed:

(Town Clerk)

Date: 11th May 2017

AGENDA

1. a) To elect a Chairman
b) To receive the Chairman's Declaration of Acceptance of Office
c) To elect a Vice-Chairman
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 minutes of the town council meeting held on Wednesday 19th April 2017 and note the minutes from the Recreation Committee held on Wednesday 5th April 2017, draft minutes from the Personnel Committee (25th April 2017), and the Finance Committee (9th May 2017)
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 discuss the Terms of Reference for the Environment Working Group
10. To resolve that from 4th May 2016 this council has met the conditions of eligibility as defined in the Localism Act 2011 and SI965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence

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

11. To note and approve the accounts for the financial year 2016/17, as recommended by the finance committee
 12. To resolve to sign off sections 1 & 2 of the 2017 Annual Return, as recommended by the finance committee
 13. To resolve to agree representation on external bodies, such as HIP, Exchange II, Harleston's Future, Harleston and District Business Forum
 14. To agree a representative for a Town Plan meeting and agree any action
 15. To resolve to appoint councillors on committees and working groups
 16. To resolve to adopt the Standing Orders of the council
 17. To review the Governance and Management Risk Register and risk assessment
 18. To resolve to adopt the annual review of the effectiveness of internal control.
 19. To resolve to adopt the council Financial Regulations
 20. To discuss the car parking letters asking for a donation towards car parking
 21. To discuss and agree a policy on the access of recorded meetings and 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 April 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 personnel items as recommended by the Personnel Committee
 30. To confirm the date of the next meeting – Wednesday 21st June 2017 at 7.00pm at the Harleston Leisure Centre