



North Walsham Town Council

Mr N J Clancy *Town Clerk*

Email: clerk@northwalsham-town.co.uk

Council Offices, New Road, North Walsham, Norfolk NR28 9DE • Telephone/Fax: 01692 404114

Council Summons & Agenda

Tuesday 28 June 2016

at 19:00 in the Council Chamber, New Road, North Walsham

23 June 2016

Members of the Town Council

You are summoned to attend a meeting of the Town Council, to be held in the Council Chamber on **Tuesday 28 June 2016 at 19:00** for the transaction of business set out below. A reminder that items not on the agenda may not be raised.

Members are reminded to sign the attendance register before leaving the meeting.

Yours sincerely

N J Clancy

Town Clerk

Office hours: Monday to Friday 9.30am to 12.30pm

www.northwalsham-town.co.uk

Non nobis sed omnibus - Not for ourselves, but for all



AGENDA: Meeting of North Walsham Town Council on 28 June 2016

Part I: Open to the Press and Members of the Public

1. Administrative:

- a. To receive declarations of interest
- b. To receive apologies for absence
- c. To receive and approve minutes of the Town Council meeting held on 31 May 2016
- d. To receive and approve minutes of the special meeting of the Town Council held on 14 June 2016

2. To adjourn the meeting for Public Participation and External Reports:

- a. To receive the Crime Report from the Police, and to permit Members to raise matters relating to North Walsham.
- b. To receive reports from District and County Councillors relating to North Walsham, and to permit Members to raise matters relating to North Walsham
- c. Public participation

3. To receive reports from the Town Mayor and Deputy Mayor

4. Items for decision/discussion by the Town Council:

- a. Co-Option of new Councillor
- b. CCTV system
- c. To approve personnel and grants policies as recommended by the Personnel & Grants Committee:
 - Absence (including Sickness) and Annual Leave Policy
 - Grievance Policy
 - Employee Code of Conduct
 - Disciplinary Procedures
 - Health & Safety Procedures
 - Equal Opportunities Policy
 - Grant Awarding Policy
- d. To consider the future of grass verge cutting/maintenance in North Walsham
- e. To consider new noticeboards for Town Council parks
- f. To consider erection of flagpole in the War Memorial Garden
- g. To consider future of fitness bootcamp on War Memorial Park

5. Items for information only:

- a. Update on relocation of Town Council
- b. Update on Town Council vehicles and machinery
- c. Report on highways issues and additional work by Town Council staff
- d. Report from Pubwatch meeting of 13 June 2016
- e. Update on essential works at Trackside and Midland Road Car Park

6. Finance

- a. To receive and approve payments and receipts for May 2016 and payments for the period up to 27 June 2016
- b. To approve Annual Accounts

7. Planning Committee:

- a. To receive the minutes of the meetings held on 31 May and 14 June 2016

8. Reports from Other Committees and Groups:

- a. To receive the minutes of the Development & Amenities Committee meeting held on 24 May 2016
- b. To receive the minutes of the Christmas Lights Group meeting held on 13 April 2016
- c. To receive the minutes of the Funday Committee held on 24 May 2016
- d. To receive the minutes of the Markets Group meeting held on 19 May 2016

9. Dates of forthcoming meetings and events:

- a. Wednesday 13 July 2016 – Neech Loan Fund Trustees
- b. Thursday 14 July 2016 – RAFA stand in Market Place
- c. Tuesday 19 July 2016 – Development & Amenities Committee
- d. Sunday 24 July 2016 – Funfair arrives
- e. Sunday 24 July 2016 – Arts North Norfolk performance of ‘Goldilocks & The Three Bears’ in the War Memorial Park, adjacent to Poppy’s Nursery
- f. Wednesday 27 July 2016 – Funfair opens
- g. Sunday 31 July 2016 – Funfair departs

10. To receive items of correspondence, including

- St Nicholas Church
- North Walsham Junior School * 2

11. Items for next agenda

PART II: Press and Members of the Public Excluded

12. Web page photos

13. Correspondence item: Mrs G Sayer

14. Co-Option of New Councillor (Personnel & Grants Committee report on interviews)

15. Approval of staff contracts and job descriptions