

HUNSTANTON TOWN COUNCIL

Hunstanton Town Councillors are summoned to
The Annual Meeting of the Town Council for 2023/24
to be held in the Town Hall
on **Wednesday 17th May 2023 commencing at 6 pm**

Apologies to the Clerk by 12 noon prior to day of meeting please.

The following business is to be transacted

1. **Election of Town Mayor**
To elect the Town Mayor for the ensuing year. The newly elected Chairman (Mayor) to sign the Chairman's Declaration of Acceptance of Office.
2. **Election of Deputy Town Mayor**
To elect the Deputy Town Mayor for the ensuing year. The newly elected Deputy Chairman (Deputy Mayor) to sign the Deputy Chairman's Declaration of Acceptance of Office.
3. **Apologies for Absence**
To receive apologies for absence.
4. **Declarations of Interest**
To receive declarations of interest.
5. **Minutes – confirmation of**
Confirmation of the minutes of the meeting held 25th May 2022.
6. **Committee Membership**
To agree Committee memberships for the ensuing year: -
 - i. General Purpose & Community Committee
 - ii. Finance & Property Management Committee
 - iii. Environment Committee
 - iv. Personnel Committee (maximum 4 members)
7. **E-planning**
To agree E-planning membership for the ensuing year.
(Reports to General Purpose & Community Committee)
8. **Internal Audit Group**
To agree 3 members of Internal Audit Group for the ensuing year.
(Reports to Finance & Property Management Committee).

9. Joint HTC/BCKLWN Forum

To confirm representatives for the Joint HTC/BCKLWN Forum to be Chairman and Deputy Chairman of Council, Chairman of General Purpose & Community Committee and Chairman of Finance & Property Management Committee (Reports to General Purpose Committee).

10. Task & Finish Group Membership

No membership of Task & Finish Groups necessary of the following for reasons stated;

Neighbourhood Plan T & F Group – Expired

Emergency Plan T & F Group – Expired

Recreation Ground Play Equipment T & F Group – Expired

HTC Vehicle T & F Group – Closed/Completed

To confirm membership of the King's Coronation T & F Group, please note this group expires 25th May 2023.

11. Panels

To agree membership (3 members) of the following panels:

i. Disciplinary Panel

ii. Grievance Panel

iii. Appeals Panel - No member of Employment Group, Disciplinary Panel or Grievance Panel to be on Appeals Panel.

12. Representatives

To agree the HTC representative/s for:

i. Hunstanton Advisory Group

ii. Hunstanton in Bloom

iii. West Norfolk Tourism Forum

iv. Wash East Coast Strategy Group

v. HTC Friendship Group

JRoomes

Jan Roomes
Town Clerk
10th May 2023