



HUNSTANTON

TOWN COUNCIL

To all members.

Committee Meetings

You are summoned to attend meetings of those committees of which you are a member on

Wednesday 11th January 2017

The meetings will be held in Hunstanton Town Hall, in the following sequence:-

Commencing at 6.30pm

1. General Purpose
2. Finance
3. Quality Council
4. Town Hall Management

The business to be transacted at each meeting
and copies of relevant documentation are enclosed.

L J Powell
Town Clerk
5th January 2017

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Finance Committee** on **Wednesday 11th January 2017** in Hunstanton Town Hall
This meeting will follow on from that of the General Purpose Committee

The following business will be transacted
**Please note: this meeting may be recorded or filmed
by the Town Council or members of the public.**

1. Apologies for Absence
2. Declarations of Interest
To receive members' declarations of interest.
3. Minutes - confirmation of
Previous meeting of the Committee held on 9th November 2016.
4. Minutes
Matters arising.
5. Public Realm Christmas Lighting
At the request of the Chamber of Trade, HTC to consider contributing to a fund to enhance the public realm Christmas lighting displays in the town. The fund to be held by BCKLWN specifically for this purpose. Copy of letter enclosed for members.
6. Profit & Loss Report
To receive a profit & loss report, including trial balance and copy of financial statement.
7. Staff Handbook
To consider the fully amended staff handbook in readiness to distribute to staff. Copy of handbook enclosed for members.
8. Norfolk Age UK
To consider HTC making a donation to Norfolk Age UK, to enable them to continue with their work and improve the quality of life for older people in the country. Copy of letter enclosed for members.

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **General Purposes Committee** on **Wednesday 11th January 2017** in Hunstanton Town Hall.
Commencing at **6.30pm**.

The following business will be transacted
**Please note: this meeting may be recorded or filmed
by the Town Council or members of the public**

1. Apologies for Absence
2. Declarations of Interest
To receive members' declarations of interest.
3. Minutes - confirmation of
Previous meeting of the General Purpose Committee held on 9th November 2017.
4. Matters Arising
5. Councillors Surgery Report
To receive a report from one or more Town Councillors taking the 9th January 2017 surgery and to select the councillors to take the next three surgeries.
6. Planning Applications
To receive a report from the Planning Chairman as to planning applications dealt with by e-planning since the last meeting.
7. Chamber of Trade
To receive a report from a member of HTC attending Chamber of Trade meetings.
8. Civic Society
To receive a report from a member of HTC attending the Civic Society.
9. Anglia in Bloom
To receive a report from a member of HTC on the Anglia in Bloom Committee.
10. Hunstanton Prosperity
To receive a report from a member of HTC on the Hunstanton Prosperity Committee.

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Quality Council Committee** on **Wednesday 11th January 2017** in Hunstanton Town Hall. This meeting will follow on from that of the Finance Committee.

The following business will be transacted
**Please note: this meeting may be recorded or filmed
by the Town Council or members of the public.**

1. Apologies for Absence
2. Declarations of Interest
To receive members' declarations of interest
3. Minutes - confirmation of
Previous meeting of the Committee held on 9th November 2016.
4. Minutes
Matters arising.
5. Quality Council Committee Working Parties
To receive meeting notes and approve recommendations, as appropriate, from Working Parties appointed by this Committee. Copies enclosed for members.
 - 5.1 6th December 2016 – Syrian Refugee Befriending Working Party.
No recommendations.
6. Water Refill Scheme
At the request of Cllr Knight, to consider forming a Water Refill Scheme Working Party.
7. Review Community Engagement and Media Relations Policies
At the request of Cllr Bosworth, to consider a review of the Community Engagement and Media Relations Policies. Copy of Cllr Bosworth's proposals enclosed for members.
8. War Memorial Workshop
To consider anyone wishing to attend the War Memorial work shop in Norwich on 24th January 2017.

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HUNSTANTON TOWN COUNCIL

There will be a meeting of the
Town Hall & Community Centre Management Committee on
Wednesday 11th January 2017 in Hunstanton Town Hall.
This meeting will follow on from that of the Quality Council Committee.

The following business will be transacted

**Please note: this meeting may be recorded or filmed
by the Town Council or members of the public.**

1. Apologies for Absence
2. Declarations of Interest
To receive members' declarations of interest
3. Minutes - confirmation of
Previous meeting of the Committee held on 9th November 2016.
4. Minutes – matters arising
5. Town Hall Report
To receive Town Hall Report prepared by the Town Hall Manager. Copy enclosed for members.
6. Community Centre Report
To receive Community Centre Report prepared by the Town Hall Manager. Copy enclosed for members.
7. Town Hall & Com Centre Booking Lists
To receive the current Booking Lists, hard copy enclosed plus available on the HTC Website.

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