



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 8th March 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.

J Roomes
Deputy Clerk
1st March 2017

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Finance Committee** on **Wednesday 8th March 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 8th February 2017.
4. Minutes
Matters arising.
5. Finance Committee Working Parties
To receive meeting notes and approve recommendations, as appropriate, from Working Parties appointed by this Committee.
No working parties been held.
6. Profit & Loss Report
To receive a profit & loss report and copy of financial statement 1ST February 2017 – 28th February 2017. Copy enclosed for members.
7. Report from the Councillors Internal Audit
To receive a report from Cllr Smith regarding the internal accounting audit that took place 21st February 2017. Copy enclosed for members.
8. Internal Audit Report
To consider writing to the internal auditor in reply to the report dated 19th January 2017. Copy enclosed for members.
9. Energy Quotes
To consider which energy provider to sign up with and for the length of time.
Copies enclosed for members.
10. Quotation for New Website
To consider three quotations for the new Town Council website. Copies enclosed for members.
11. Photocopier Contract
To consider three quotations for the Photocopier contract. Copies enclosed for members.
12. Repairs to Basement Toilet
To consider the repairs to the basement disabled toilet. Copy enclosed for members.

13. Grant Awarding Policy
To consider the current Grant Awarding Policy.
14. CCTV in Building
To consider the quotation for CCTV, comprising of four cameras. Two in the Tourist Information Centre, one in Entrance hall and one by turret door.
15. Refugee Befriending
To consider allocating £200 towards costs that may be incurred for the Syrian Refugee Welcome Day.
16. Refill Hunstanton Scheme
To consider funding £500 for the Refill Hunstanton scheme.
17. Epos Upgrade
To consider upgrading the Epos system and to take out a support package.

o-----o

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **General Purposes Committee** on
Wednesday 8th March 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 8th February 2017.
4. Matters Arising
5. Councillors Surgery Report
To receive a report from one or more Town Councillors taking the March surgery.
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. Copy enclosed for members.
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.
11. General Purpose Committee Working Parties
To receive meeting notes and approve recommendations, as appropriate, from Working Parties appointed by this Committee. Copies enclosed for members.
 - 11.1 21st February 2017 - Town Hall Front Working Party
No recommendations.

12. Town Hall Front

To consider the way forward with the repairs to the front of the Hunstanton Town Hall with a view to making the necessary arrangements in terms of:

- (a) Financing the operation
- (b) Temporary closure of the TIC and the arrangements for an alternative facility.

13. Councillors Notification under the Data Protection Act 1998

To consider councillors data protection obligations under the Data Protection Act 1998.

O-----O

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Quality Council Committee** on **Wednesday 8th March 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 8th February 2017.
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 7th February 2017 – Water Refill Working Party
1 recommendation – *agenda item 16 Finance Committee.*
 - 5.2 9th January 2017 – Neighbourhood Plan Working Party
No recommendations.
 - 5.3 31st January 2017 – Neighbourhood Plan Working Party
No recommendations.
 - 5.4 20th February 2017 – Neighbourhood Plan
No recommendations
 - 5.5 27th February 2017 – Community Engagement and Media Relations
Policy Working Party
2 recommendations – i) *agenda item 10 Finance Committee*
ii) *organisation of 'Hunstanton – Community
Matters 17th June.*
 - 5.6 28th February 2017 – Refugee Befriending Working Party
1 recommendation – *agenda item 15 Finance Committee*
6. Christians Against Poverty Program
To consider supporting the Christians Against Poverty Programme, currently underway and supported by the churches of Hunstanton & District. This is to replace the demise of the Citizens Advice Centre Facility no longer funded in West Norfolk.
7. Community Engagement & Media Relations Review W/P Terms of Reference
To consider the Community Engagement & Media Review Working Party Terms of Reference. Copy enclosed for members.

HUNSTANTON TOWN COUNCIL

There will be a meeting of the
Town Hall & Community Centre Management Committee on
Wednesday 8th March 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 8th February 2017.
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
Copy available from Deputy Clerk due to website issues.

o-----o