



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 14th March 2018

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

Commencing at 6.30pm

1. General Purpose
2. Finance
3. Community
4. Property Management

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

Jan Roomes
Town Clerk
8th March 2018

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Finance Committee** on
Wednesday 14th March 2018 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
To receive apologies and reasons for absence.
2. Declarations of Interest
To receive members Declarations of Interest
3. Minutes - confirmation of
Previous meeting of the Finance Committee held 14th February 2018.
4. Minutes
To consider any matters arising.
5. Door Maintenance Contract
This item was deferred from Finance Committee meeting 24th February 2018.
Clerk recommends to accept Tormax quotation of £245 + vat for 2018/19.
Copies of 3 quotations were circulated to members prior to the Committees meeting held 14th February 2018.
6. Defibrillator at Community Centre
This agenda item was deferred from Finance Committee 14th February 2018.
At the request of Cllr Smith, to consider the quotation from Primary Care Supplies for a Defibrillator to be installed at the Community Centre at a cost of £895. Cost with an outdoor case £1,249.
Copies of 3 quotations were circulated to members prior to the Committees meeting held 14th February 2018.
7. Chamber Blinds
To consider 3 quotations for Chamber Blinds.
 - I. Hillary's Blinds - £1890.00 (inc. vat)
 - II. Angelina's Blinds - £2096 (inc. vat)
 - III. Sunrise Blinds - £ 935.00 (inc. vat)
 - IV. North Norfolk Blinds £835.00 (inc. vat)All quotations for blinds are fire retardant and blackout.
8. Window Cleaning Contract
To consider 3 quotations for the Town Hall window cleaning contract 2018/18.
 - I. Barry Smeaton £90 - quarterly- current window cleaner
 - II. CleanTech £185.00 for an 8 weekly plan
 - III. Aquapure £87 for 1st clean, £77 per clean thereafterAll quotations include cleaning Town Hall / Basement / TIC windows, frames and sills where applicable.
9. GDPR Legislation Policies & Documentation
To consider the new policies and documentation to meet GDPR Legislation.
10. Updated Document
To receive an updated document as part of an annual staff management procedure currently being established, in line with good administrative practice.
In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public may be asked to leave due to the nature of the business to be discussed.

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **General Purposes Committee** on
Wednesday 14th March 2018 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
To receive apologies and reasons 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 14th February 2018.
Copy of Minutes circulated to members prior to the meeting.
4. Matters Arising
To consider any matters arising.
5. Planning Applications and Updates
To consider any current planning applications and receive updates on recent applications.
6. Civic Society
To receive a report from a member of HTC attending the Civic Society.
7. Sheepfield Development
To receive a report from the Sheepfield 2 Development meeting held 12th March 2018.
8. Coastal Community Team
To receive a report from a member of HTC on the Coastal Community Team.
9. Wash East Coast Strategy Group
To receive a report from a member of HTC on the Wash East Coast Strategy Group.
11. Lifeguards on Hunstanton Beach
This agenda item was deferred from GP meeting 14th February 2018.
To consider the area of beach HTC would like to see patrolled by Lifeguards, for how long each day and how long per season.
12. Borough Grant for 1918 Events
To consider applying for the BCKLWN Grant for 1918 events.
13. Councillors Surgery
To receive a report from a member attending the Councillors Surgery held Wednesday 7th March 2018 at Tesco.
14. Prayers
To consider the necessity for prayers at the beginning of Full Council meetings.

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Community Committee** on **Wednesday 14th March 2018** 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
To receive apologies and reasons for absence.
2. Declarations of Interest
To receive members' declarations of interest.
3. Minutes - confirmation of
Previous meeting of the Committee held on 14th February 2018.
Copy of Minutes circulated to members prior to meeting.
4. Minutes – Matters Arising
To consider any matters arising.
5. Neighbourhood Plan
At the request of Cllr Murray consideration be given to HTC supporting the Neighbourhood Plan and moving forward to the period of official consultation.
6. Community Council Working Parties
Community Engagement working party held 27th February 2018 – **2 RECOMMENDATIONS:**
 - (1) To consider organising a “Field Day” at the Community Centre for residents and visitors
 - (2) To consider allocating a maximum of £250 for purchase of equipment and bunting etc. to be used for the “Field Day” that could be reused for future events
7. Walking for Norfolk
To receive a report from the Mayor on Walking for Norfolk – Taking vital steps for carers.

0-----0

HUNSTANTON TOWN COUNCIL

There will be a meeting of the
Property Management Committee on
Wednesday 14th March 2018 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
To receive apologies and reasons for absence.
2. Declarations of Interest
To receive members' declarations of interest
3. Minutes - confirmation of
To receive and consider previous meeting minutes of the Town Hall & Community Centre Management Committee held on 14th February 2018.
4. Minutes – matters arising
To consider any matters arising.
5. Report from Facilities Manager
To receive a combined Town Hall, TIC and Community Centre Report prepared by the Town Hall Manager. Copy enclosed for members.
6. Structural Survey of the Town Hall
To consider obtaining a structural survey of the Town Hall
7. Pigeon Problems on the Town Hall Roof
To consider obtaining quotations for solving the pigeon problem on the town hall roof.
8. Caretaker Contract
To receive the amended Caretaker contracted duties for 2018/19.
Copies circulated to members prior to meeting.
9. Height Restriction Barriers
To consider Height Restriction Barriers to the entrance of the Community Centre Car Park.
10. Action Plan for 2019/20
To discuss and agree an action plan for the TIC for financial year 2019/20

o-----o