



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 9th May 2018

The meetings will be held in the Council Chamber, 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
2nd May 2018

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Finance Committee** on
Wednesday 9th May 2018 in the Council Chamber

This meeting will follow on from that of the General Purpose Committee

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

The following business will be transacted

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 11th April 2018.
Minutes circulated to members prior to meeting.
4. Matters Arising
To consider any matters arising from the minutes.
5. Annual Governance & Accountability Return 2017/18
 - a) To consider the signed Annual Internal Audit Report 2017/18
This document signed by the Internal Auditor 1st May 2018
 - b) To consider the Annual Governance Statement 2017/18
This document to be signed at Full Council Meeting 18th May 2018
 - c) To consider the Accounting Statements for 2017/18
*This document to be signed at Full Council Meeting 18th May 2018*Copies enclosed for members.
6. Salary Review
To receive notification of the increase in pay scales for staff as per the agreement reached between the National Employers and the NJC Trade Union for pay 1st April 2018 and 1st April 2019.
Copy enclosed for members.
7. NALC Membership
To consider NALC membership for 2018/19 at a cost of £678.71
Copy enclosed for members.
8. Allotments Refund
To consider a refund of the rent monies received from the Allotment Committee as the account is now in credit.
9. Kite Festival
To consider allowing the use of 50 HTC tables at the Kite Festival.

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HUNSTANTON TOWN COUNCIL

There will be a meeting of the **General Purposes Committee** on
Wednesday 9th May 2018 in the Council Chamber
Commencing at **6.30pm**.

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

The following business will be transacted

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 11th April 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.
 - a) Railway Project
 - b) Heritage Pier Community Trust
 - c) Neighbourhood Plan
7. Sheepfield Development
To receive a report from the Sheepfield 2 Development meeting held 30th April 2018.
8. In Bloom
To receive a report from Cllr Earnshaw on a recent In Bloom meeting.
9. Coastal Community Team
To receive a report from a member of HTC on the Coastal Community Team.
10. Wash East Coast Strategy Group
To receive a report from a member of HTC on the Wash East Coast Strategy Group.
11. BC & HTC Forum Meeting
 - a) To receive a report from the last BC & HTC Forum meeting.
 - b) Agenda items for the next BC & HTC meeting to be held Wednesday 16th May.
12. Councillor Surgery
To receive a report from a member attending the recent Councillor Surgery.

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Community Committee** on
Wednesday 9th May 2018 in the Council Chamber

This meeting will follow on from that of the Finance Committee.

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

The following business will be transacted

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 11th April 2018.
Copy of Minutes circulated to members prior to meeting.

4. Minutes – Matters Arising

To consider any matters arising.

5. **Community Council Working Parties**

To receive the minutes from the Community Engagement working party held 20th March 2018.

To receive the minutes from the Community Engagement WP, 30 April 2018

Recommendation (unanimous) HTC to consider holding Councillor 'drop-in' sessions once a month on a Monday morning in the Town Hall, to coincide with the indoor car boot sale – Councillors to provide the Clerk with a written report of the surgery to post on HTC website

Recommendation (unanimous) HTC to consider recruiting a (non-remunerated) Town Crier for Hunstanton and authorising a budget up to a maximum of £150 towards uniform and equipment.

Recommendation (unanimous) HTC to consider taking the lead on Hunstanton Christmas Festival 2018 by facilitating, publicising and promoting a multi-organisational programme of events throughout the month of December.

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HUNSTANTON TOWN COUNCIL

There will be a meeting of the
Property Management Committee on
Wednesday 9th May 2018 in the Council Chamber

This meeting will follow on from that of the Quality Council Committee.

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

The following business will be transacted

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 Property Management Committee held 10th April 2018.
Minutes circulated to members prior to meeting.
4. Minutes – matters arising
To consider any matters arising.
5. Town Hall & Community Centre
To receive a Town Hall and Community Centre Report prepared by the Town Hall Manager.
Copy enclosed for members.
6. Tourist Information Centre
To receive a TIC report prepared by the TIC Supervisor.
Copy enclosed for members.
7. Re-name Working Party
To consider re-naming the TIC Management Working Party to Business Development Working Party. This working party to report to Management Committee.

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