



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 October 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.

Jan Roomes
Town Clerk
5th October 2017

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Finance Committee** on
Wednesday 11th October 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
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 13th September 2017.
Copy distributed prior to meeting.
4. Minutes
To consider any matters arising.
5. Finance Committee Working Parties
To receive meeting notes and approve recommendations, as appropriate, from Working Parties appointed by this Committee.
Profit & Loss Working Party held 12th September 2017 – no recommendations.
6. Norfolk Accident Rescue Service
To consider HTC giving a donation to NARS, a lifesaving service.
Copy enclosed for members.
7. Christmas Tree Festival 2017
To consider HTC giving a donation to HDFA of £225 to cover the rental of the Town Hall for the Christmas Tree Festival 2017.
8. Flags
To consider HTC purchasing flags for other occasions.
9. Public Wi-Fi Access
At the request of Cllr Bishopp:
To consider the quotation from ECS for public access wi-fi to the Town Hall.
Copy enclosed for members.
10. Review Opening Hours of TIC
At the request of Cllr Bishopp:
To consider closing the TIC one day a week from 1st November 2017 to 1st March.
11. Skate Park
At the request of Cllr Earnshaw:
To consider allocating £5,000 (at least) towards the skate park project when we compile the budget for 2018.

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **General Purposes Committee** on
Wednesday 11th October 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
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 13th September 2017.
4. Matters Arising
To consider any matters arising.
5. Councillors Surgery Report
To receive a report from one or more Town Councillors taking the September surgery.
6. Planning Applications and Updates
To consider the following planning applications:
i. 17/01794 67 Waveney Rd ii) 17/01789/F 80 Cliff Parade
To receive an update on:
i. 17/01465/F Bennett Homes variation from 16/00082/OM
ii. 17/01506/O 1c Seagate Rd
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.
11. General Purpose Committee Working Parties
To receive meeting notes and approve recommendations, as appropriate, from working parties appointed by this Committee. No meetings held this month.
12. Derelict Properties on Seagate
To consider contacting BC requesting a clean-up order on 2 derelict properties on Seagate.
13. General Data Protection Regulation
To consider the Clerk becoming the Data Protection Officer.
The General Data Protection Regulation (GDPR) will bring changes to the rules around personal data and its use. To comply by 25 May 2018, HTC needs to plan for and implement a compliance programme.
The Clerk is booked to undertaking training with NALC that will help to ensure HTC become compliant by this date and equip her for then undertaking a Data Protection Officer (DPO) role.

14. Electronic Forwarding of Committee and Full Council Papers
- i. To consider Committee and Full Council papers be sent electronically.
 - ii. To consider Committee and Full Council papers be securely stored on the HTC website. Councillors will be issued a personal password to view and print.
 - iii. To consider issuing, at the meeting, pink papers for confidential matters. Pink papers to be returned to the Clerk at close of meeting.

15. BC and HTC Joint Management Group
- To agree the 3 town councillors (plus reserves) to attend the regular meetings of the new BC and HTC Joint Management Group (Cllrs Winnington, Bosworth, Murray (substitute for Cllr Croucher) attended the initial meeting on 20th September 2017. To consider items discussed at this initial meeting.

Please note: under the Public Bodies (Admission to Meetings) Act 1960 S1 (2) the public may be asked to leave for this agenda item.

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HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Quality Council Committee** on **Wednesday 11th October 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
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 13th September 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. No meetings held this month.
6. Neighbourhood Plan
To receive a report on the Neighbourhood Plan.

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HUNSTANTON TOWN COUNCIL

There will be a meeting of the
Town Hall & Community Centre Management Committee on
Wednesday 11th October 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
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 13th September 2017.
4. Minutes – matters arising
To consider any matters arising.
5. Town Hall & Community Centre Committee Working Parties
To receive meeting notes and approve recommendations, as appropriate, from Working Parties appointed by this Committee.
TIC Working Party held 26th September 2017. No recommendations.
5. TIC Report
To consider the TIC report as prepared by the Facilities Manager. Copy enclosed for members.
6. Town Hall Report
To receive Town Hall Report prepared by the Town Hall Manager. Copy enclosed for members.
7. Community Centre Report
To receive Community Centre Report prepared by the Town Hall Manager.
Copy enclosed for members.
8. Town Hall & Com Centre Booking Lists
Available on website: www.hunstantontowncouncil.gov.uk