

MINUTES OF THE ANNUAL MEETING OF
THE TOWN COUNCIL OF HUNSTANTON
HELD IN HUNSTANTON COUNCIL CHAMBER ON
FRIDAY 10 MAY 2013 AT 6.30 PM

Present :

Town Councillors :

C Bower	E Clutton	C Earnshaw	G Smith	J Smith
R Bird	C Dunbar	J Maiden	A Murray	B Devlin
L Brister	J Johnson	R Davies	D Jones	N Godfrey-Cole

Also present:-

9 members of public

1 press representative

Town Clerk

Deputy Town Clerk

Fthr J Bloomfield (p/t)

BCllr P Beal

Prayers were led by the Mayor's Chaplain Father J Bloomfield.

1 Election of Town Mayor

Cllr R Bird nominated Cllr E Clutton for the position of Mayor and was seconded by Cllr J Smith. There were no other nominations,

RESOLVED (14 for and one abstention) Cllr Clutton was duly elected as Mayor for the ensuing year. The Declaration of Office was read out and signed.

3 Election of Deputy Mayor

The new Mayor called for nominations for the position of Deputy Mayor and nominated Cllr C Bower and was seconded by Cllr R Davies. There were no other nominations.

RESOLVED (unanimous) Cllr Bower be elected as Deputy Mayor for the ensuing year. The Declaration of Office was read out and signed.

4 Apologies For Absence

Apologies for absence were received from BCllr E Watson.

5 Outgoing Mayor's Remarks

Cllr Clutton thanked members for granting her a second term in office and said she had enjoyed the last year and was now into the swing of things. Hopefully her theme for the last year of "Working Together" had been fruitful and the next year would prove also to be so.

6 Committee Membership

Membership of Standing Committees for the ensuing year was agreed to be:-

General Purposes Committee

All Councillors present.

Finance Committee

All Councillors present.

Town Hall Management Committee

All Councillors present but excluding Cllrs B Devlin, D Jones and J Smith who requested not to be members of this Committee.

Quality Council

All Councillors present.

Allotments Committee

Cllrs E Clutton, C Bower, C Earnshaw, C Dunbar, N Godfrey-Cole, B Devlin, A Murray and G Smith requested to be members of this Committee.

7. E-planning

It was agreed that the membership would be Cllrs Earnshaw J Maiden, L Brister, A Murray, D Jones, J Johnson, C Bower, and E Clutton.

RESOLVED (unanimous) Cllr C Earnshaw be elected as Chairman of the E-planning Committee.

8. Joint Management of the Green

Cllrs J Maiden, C Bower and A Murray were elected to be the Town Council's representatives on the Joint Management of the Green Committee.

9. Working Party Membership

Before selecting the membership of the Working Parties the Mayor gave the following report as the administration and membership of Working Parties had been deferred to the Full Council from Quality Council Committee meeting held on Wednesday 1 May 2013 Item 4.

The Deputy Clerk has 15 hours per month to service working parties, the time includes calling the meeting, attending the meeting, taking the notes and typing up of notes and other associated administration duties. The amount of time that working parties have taken up has somewhat increased in the past months so in order for HTC to use the time more efficiently I would like to make the following suggestions after discussing options with the Town Clerk.

1. Essential working parties

TIC Management
Community Centre
Employment

It is proposed that these are diarised meetings – with TIC monthly as per the Management Agreement with BCKLWN (every 3rd Wednesday at 5.30 pm).

Community Centre to follow on from TIC but be bi-monthly and as the TIC meetings do not last more than 30 minutes to be at 6pm.

Employment – with the increase in staffing this should become a quarterly meeting which should also be diarised.

2. Other Working Parties

There is a need to be economical with the time involved.

Footpaths & Streetlights should be combined with **Rail Track Bed** and also become a bi-monthly meeting alternating with the Community Centre W/P.

E-Planning to continue as established.

Freedom of the Town to be combined with **Town Twinning** though this is on hold at present and unlikely to meet very frequently.

The following working parties to continue;

Youth, Markets, Regeneration, Open Spaces, Affordable Housing

It is suggested that the BCKLWN Liaison WP be abolished as this was put on the list due to a suggestion at the policy meeting but it has not met. Any items can be referred to either Committees or Full Council.

If the 15 hours per month is exceeded and a working party requested then it will have to take place the following month. Any items that are urgent will have to be referred to Committees or Full Council.

The Mayor also suggested a few more ground rules that needed to be adopted, namely;

1. Chairman of Working Parties to provide an agenda to members of Working Party in advance and to work hard at keeping meeting to time (that may require timed agendas) and to keep the meeting on track and deal with the matter in hand. In other words be more concise.
2. Deputy Clerk to send W/P notes to Chairs giving them 48 hours to make any amendments.
3. Councillors are encouraged to join at least one working and be an active member. It is easy to sit back and be critical of some decisions that have been made – so take an active part – join a working party and get involved.
4. Finally it is so important to attend meetings or to give your apologies to the Deputy Clerk **IN ADVANCE**. Don't send apologies to meetings with someone else.

RESOLVED (unanimous) the Mayor's suggestions be adopted in their entirety.

The following membership of working parties was therefore agreed:

Footpaths, Streetlights & Rail Track Bed

Cllrs Murray, Devlin, Earnshaw, Johnson, Clutton and Maiden.

Open Spaces

Cllrs Maiden, Murray, Earnshaw, J Smith, Dunbar and Bower.

Affordable Housing

Cllrs Brister, Murray, Dunbar, Earnshaw, Devlin & Johnson

Employment

Cllrs G Smith, Bird, Devlin, Clutton & Bower.

Audit Watchdogs

Cllrs G Smith, Johnson & Jones.

TIC Management

Cllrs Murray, G Smith, Bower, Davies, Clutton, Bird & Town Clerk.

Youth

Cllrs Brister, Godfrey-Cole, Bower, Clutton & Davies

Markets

Cllrs Earnshaw, Bower, Clutton, Devlin & Davies

Regeneration

Cllrs Maiden, Murray, Earnshaw, Davies, Bower & Johnson.

Community Centre

Cllrs Bird, Murray, G Smith, Earnshaw, Johnson, Davies, Bower, & Town Clerk.

Freedom of the Town & Town Twinning

Cllrs Maiden, Jones, G Smith, J Smith, Devlin, Bower, Clutton & Town Clerk.

The Mayor and Deputy Mayor to be ex-officio members of all Working Parties.

8. Representatives

The following were agreed upon to act as HTC representatives:

Hunstanton Regeneration Project

Cllrs C Bower, A Murray & R Davies

Anglia in Bloom

Cllrs C Earnshaw

Safer Neighbourhoods Action Plan

Cllr J Johnson

Civic Society

Cllr A Murray

Chamber of Trade

Cllr G Smith

Town Events

Cllr C Bower

Coastal Erosion

Cllr A Murray

Town Team

Cllrs J Maiden, E Clutton & C Bower

9. Subscriptions

Membership subscriptions to the following organisations were agreed;

Norfolk County Association of Parish & Town Councils	approx £600
Society of Local Council Clerks	approx £190
Campaign to Protect Rural England	approx £30
Norfolk Rural Community Council	approx £20
National Association Village Halls	approx £15
West Norfolk Voluntary & Community Action	approx £55
Norfolk Council for Voluntary Youth Services	approx £30
Momentum	approx £30

The meeting closed at 7.06 pm