



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 3rd July 2013

The meetings will be held in Hunstanton Council Chamber, 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.

L J Powell
Town Clerk
26th June 2013



HUNSTANTON TOWN COUNCIL

There will be a meeting of the **General Purposes Committee** on **Wednesday 3rd July 2013** in Hunstanton Council Chamber.

Commencing at **6.30pm**.

The following business will be transacted

1. Apologies for Absence
2. Appointment of New Councillor
To appoint Cllr S Ellis, should he so wish, to this Committee.
3. Minutes - confirmation of
Previous meeting of the Committee held on 5th June 2013.
4. Minutes
Matters arising.
5. General Purpose Working Parties
 - 5.1 To appoint Cllr S Ellis, should he so wish, to Working Parties appointed by this Committee.
 - 5.2 To elect a Chairman to each of the Working Parties appointed by this Committee namely:
 - a) Footpaths, Streetlights & Rail Track Bed
 - b) Open Spaces
 - c) Affordable Housing
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. Councillors Surgery Report
To receive a report from one or more Town Councillors.
8. Chamber of Trade
To receive a report from a member of HTC attending Chamber of Trade meetings.
9. Civic Society
To receive a report from a member of the Civic Society.
10. Town Team
To receive a report from a member of HTC on the Town Team.
11. Hunstanton Parking Review
At the request of Cllr C Earnshaw to consider HTC's position regarding Pay & Display and Resident's Parking issues to be conveyed to Mr Reilly at the 'walkabout' meeting on 8th July 2013.
Copy of Mr Reilly's email and Cllr Earnshaw's email enclosed for members.
12. Derelict Garage Site
At the request of Cllr J Maiden to consider what HTC's believes to be the most appropriate use of the derelict garage site in St Edmund's Terrace.
Copy of Cllr maiden's email enclosed for members.

13. Wash Estuary Study Group

To consider extending an invitation to Mr P Espin to attend an HTC meeting to explain the suggested new “community based” group under consideration following the closure of the Wash Estuary Strategy Group in March 2012. Copy of Mr Espin’s email enclosed for members.

o-----o

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Finance Committee** on **Wednesday 3rd July 2013** in Hunstanton Council Chamber
This meeting will follow on from that of the General Purpose Committee

The following business will be transacted

1. Apologies for Absence
2. Appointment of New Councillor
To appoint Cllr S Ellis, should he so wish, to this Committee.
3. Minutes - confirmation of
Previous meeting of the Committee held on 5th June 2013.
4. Minutes
Matters arising.
5. Finance Committee Working Parties
 - 5.1 To appoint Cllr S Ellis, should he so wish, to Working Parties appointed by this Committee.
 - 5.2 To elect a Chairman to each of the Working Parties appointed by this Committee namely:
 - a) Employment
 - b) Audit Watchdogs
 - 5.3 To receive meeting notes and approve recommendations, as appropriate from Working Parties appointed by this Committee.
 - 5.3.1 ***Employment Working Party held on 12th June 2013.***
Copy of note enclosed for members. (Brown Cylinder)
6. HTC Accounts for Payment
To consider and recommend for payment Schedule of Accounts **14/04**.
Copy enclosed for members.
7. TIC Accounts for Payment
To consider and recommend for payment Schedule of Accounts **T14/04**.
Copy enclosed for members.
8. Community Centre Accounts for Payment
To consider and recommend for payment Schedule of Accounts **C14/03**.
Copy enclosed for members.
9. HTC Financial Statement
To receive the HTC Financial Statements of receipts and payments for May & June 2013, which will be available at the meeting.
10. TIC Financial Statement
To receive the TIC Financial Statements of receipts and payments for May & June 2013, which will be available at the meeting.
11. Community Centre Financial Statement
To receive the Community Centre Financial Statement of receipts and payments for May & June 2013, which will be available at the meeting.

12. Local Council Insurance Policy Schedule
To receive Zurich Municipal's Local Council Policy Schedule and Certificates of Insurance and Endorsements. Copy of Policy Schedule enclosed for members.

13. Autumn Melody Musical/Dance
To consider a request from Hunstanton Rotary for financial support for the "Autumn Melody" musical and dance event.
Copy of request email enclosed for members.

14. Vitalise Essential Breaks
To consider a request from Vitalise for a donation to their Essential Breaks Centre running costs.
Copy of request enclosed for members,

O-----O

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Quality Council Committee** on **Wednesday 3rd July 2013** in Hunstanton Council Chamber.
This meeting will follow on from that of the Finance Committee.

The following business will be transacted

1. Apologies for Absence
2. Appointment of New Councillor
To appoint Cllr S Ellis, should he so wish, to this Committee.
3. Minutes - confirmation of
Previous meeting of the Committee held on 5th June 2013.
4. Minutes
Matters arising.
5. Quality Council Committee Working Parties
 - 5.1 To appoint Cllr S Ellis, should he so wish, to Working Parties appointed by this Committee.
 - 5.2 To elect a Chairman, not already elected, to each of the Working Parties appointed by this Committee namely:
 - a) Markets
 - b) Regeneration
 - c) Freedom of the Town & Town Twinning
 - 5.3 To receive meeting notes and approve recommendations, as appropriate from Working Parties appointed by this Committee.
 - 5.3.1 **Community Centre Working Party held on 19th June 2013.**
Copy of note enclosed for members. (Yellow Sun)
6. Training for Clerks and Councillors
To consider Members attendance at the Initial Training course run by NALC at a cost of £30-£40 per person.
Copy of detail enclosed for members.
7. NALC Larger Council's Meeting
To consider the Town Clerk's and Members attendance at the Larger Council's meeting on 10th July 2013 at Sprowston Diamond Centre.
Copy of detail enclosed for members.
8. Community Orchard
To re-consider seeking, from BCKLWN, an extension to the Community Orchard as previously requested from the Community Orchard Committee.
Copy of sketch map enclosed for members.

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Town Hall Management Committee** on **Wednesday 3rd July 2013** in Hunstanton Council Chamber.

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

The following business will be transacted

1. Apologies for Absence
2. Appointment of New Councillor
To appoint Cllr S Ellis, should he so wish, to this Committee.
3. Minutes - confirmation of
Previous meeting of the Committee held on 5th June 2013.
4. Minutes
Matters arising.
5. Town Hall Report
To receive Town Hall Report No.14/02 prepared by the Town Hall Manager.
Copy enclosed for Members.
6. Town Hall Booking List
To receive the current Booking List prepared by the Town Hall Manager.
Available on the HTC Website.
7. THM Working Parties
 - 7.1 To appoint Cllr S Ellis, should he so wish, to Working Parties appointed by this Committee
 - 7.2 To receive meeting notes and approve recommendations, as appropriate, from Working Parties appointed by this Committee and to consider the following matters;
 - 7.2.1 ***TIC Management Working Party held on 19th June 2013.***
Copy enclosed for members (Union Flag)

○-----○