



# 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 6<sup>th</sup> November 2013**

The meetings will be held in Hunstanton Council Chamber, in the following sequence:-

#### **Commencing at 6.30pm**

1. General Purpose
2. Quality Council
3. Finance
4. Town Hall Management

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

**L J Powell**  
Town Clerk  
31<sup>st</sup> October 2013



# HUNSTANTON TOWN COUNCIL

There will be a meeting of the **General Purposes Committee** on **Wednesday 6<sup>th</sup> November 2013** in Hunstanton Council Chamber.

Commencing at **6.30pm**.

The following business will be transacted

1. Apologies for Absence
2. Minutes - confirmation of  
Previous meeting of the Committee held on 2<sup>nd</sup> October 2013.
3. Minutes  
Matters arising.
4. Planning Applications  
To receive a report from the Planning Chairman as to planning applications dealt with by e-planning since the last meeting.
5. Councillors Surgery Report  
To receive a report from one or more Town Councillors.
6. Chamber of Trade  
To receive a report from a member of HTC attending Chamber of Trade meetings.
7. Civic Society  
To receive a report from a member of the Civic Society.
8. Town Team  
To receive a report from a member of HTC on the Town Team.
9. Heacham Residents Parking Permit  
As deferred from Full Council 11<sup>th</sup> October to consider Heacham Parish Council's request to BCKLWN for joint residents parking permits from Heacham and Hunstanton car parks.  
Letter from Heacham PC enclosed for members.
10. Joint Management of The Green  
To receive a reply from The Leader of BCKLWN Cllr N Daubney regarding the area of The Green under joint management and decide on how to proceed.  
Copy of Cllr Daubney's letter enclosed for members.
11. Delivering Local Highway Improvements  
To consider an invitation from Norfolk County Council's Highways Dept. to seek a 50% funding bid for local highway improvements in partnership with town and parish councils. Copy of letter from NCC enclosed for members.
12. Coasthopper Bus Service  
To consider attendance at the consultation meeting about the future of the Coasthopper Bus Service to be held at the Hunstanton Community Centre on Wednesday 27<sup>th</sup> November 2013.  
Copy of email previously circulated to members.

13. West Norfolk Community Transport AGM  
To consider attendance at the West Norfolk Community Transport Annual General Meeting on Friday 15<sup>th</sup> November 2013 at 1100 hrs at King's Lynn. Copy of invitation enclosed for members.
  
14. Parish and Neighbourhood Plans  
At the request of Cllr A Murray to consider calling a public meeting to progress a Neighbourhood Plan for Hunstanton. Copy of an example from Ettington Parish Council enclosed for members.

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# HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Quality Council Committee** on **Wednesday 6<sup>th</sup> November 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. Minutes - confirmation of  
Previous meeting of the Committee held on 2<sup>nd</sup> October 2013.
3. Minutes  
Matters arising.
4. Quality Council Working Parties
  - 4.1 To receive meeting notes and approve recommendations, as appropriate, from Working Parties appointed by this Committee and to consider the following matters;
    - 4.1.1 **Community Centre Working Party held on 16<sup>th</sup> October 2013.**  
Copy enclosed for members (Yellow Sun)
    - 4.1.2 **Youth Working Party held on 29<sup>th</sup> October 2013**  
Copy enclosed for members (Red Circle)
5. National Association of Civic Officers  
To consider becoming members of the National Association of Civic Officers. Copy of email from NACO enclosed for members.
6. Working with Schizophrenia and Bi-Polar Disorder  
To consider attendance at a course to assist in working with Schizophrenia and Bi-Polar Disorder. Copy of email details enclosed for members.

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# HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Finance Committee** on **Wednesday 6<sup>th</sup> November 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. Minutes - confirmation of  
Previous meeting of the Committee held on 2<sup>nd</sup> October 2013.
3. Minutes  
Matters arising.
4. HTC Accounts for Payment  
To consider and recommend for payment Schedule of Accounts **14/07**.  
Copy enclosed for members.
5. TIC Accounts for Payment  
To consider and recommend for payment Schedule of Accounts **T14/07**.  
Copy enclosed for members.
6. Community Centre Accounts for Payment  
To consider and recommend for payment Schedule of Accounts **C14/06**.  
Copy enclosed for members.
7. HTC Financial Statement  
To receive the HTC Financial Statements of receipts and payments for October, which will be available at the meeting.
8. TIC Financial Statement  
To receive the TIC Financial Statements of receipts and payments for October 2013, which will be available at the meeting.
9. Community Centre Financial Statement  
To receive the Community Centre Financial Statement of receipts and payments for October 2013, which will be available at the meeting.
10. Basement Café Development Plan  
As deferred from the Full Council meeting 11<sup>th</sup> October 2013, to re-consider proposals for the development of a Basement Café, which previously had the support of the TIC Management Working Party and the Finance Committee.  
Copy of the basement café development plan enclosed for members.
11. External Auditor's Certificate and Opinion 2012/13  
To receive the External Auditor's Certificate and Opinion for 2012/13.  
Copy enclosed for members.
12. Special Expenses Meeting  
To receive a note, prepared by the Town Clerk, of a meeting with BCKLWN Members and Officers held to discuss Special Expenses affecting Hunstanton. Copy of note and relevant emails enclosed for members.

13. National Joint Council's Car Allowances for Members Travel  
To agree what allowance to pay councillors when attending meetings/training courses outside of Hunstanton. Town Clerk recommends 46.9p per mile.
14. Heacham & District Community Car Scheme  
To consider a request from the Heacham & District Community Car Scheme for a donation toward its running costs. Copy of the request enclosed for members. N.B. There is no donation budget in 2013/14 allocated to the Car Scheme.
15. King's Lynn Child Contact Centre  
To consider a request from the King's Lynn Child Contact Centre for an annual donation to assist with running costs. Copy of the request enclosed for members. N.B. There is no donation budget in 2013/14 allocated to the Child Care Centre.

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# HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Town Hall Management Committee** on **Wednesday 6<sup>th</sup> November 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. Minutes - confirmation of  
Previous meeting of the Committee held on 2<sup>nd</sup> October 2013.
3. Minutes  
Matters arising.
4. Town Hall Report  
No report has been received.
5. Town Hall Booking List  
To receive the current Booking List prepared by the Town Hall Manager.  
Available on the HTC Website.
6. Bookings for HTC Venues  
At the request of the Mayor, to consider the policy for bookings for HTC venues.
7. THM Working Parties
  - 7.1 To receive meeting notes and approve recommendations, as appropriate, from Working Parties appointed by this Committee and to consider the following matters;
    - 7.1.1 ***TIC Management Working Party held on 16<sup>th</sup> October 2013.***  
Copy enclosed for members (Union Flag)

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