



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 September 2014

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
28th August 2014



HUNSTANTON TOWN COUNCIL

There will be a meeting of the **General Purposes Committee** on **Wednesday 3rd September 2014** in Hunstanton Council Chamber.

Commencing at **6.30pm**.

The following business will be transacted

1. Apologies for Absence
To receive apologies for absence.
2. Lifestyles 2014
To receive an update on Lifestyles 2014 from Liz Pendleton.
3. Commemoration of WW1 in 2015
To receive a short presentation by Mr John Smith regarding local connection with WW1 and 1915.
4. Minutes - confirmation of
Previous meeting of the Committee held on 2nd July 2014.
5. Minutes
Matters arising.
6. Councillors Surgery Report
To receive a report from one or more Town Councillors. Report from Cllrs Bower and Devlin enclosed for members.
7. Planning Applications
To receive a report from the Planning Chairman as to planning applications dealt with by e-planning since the last meeting
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. Anglia in Bloom
To receive a report from the representative of HTC attending Anglia in Bloom meetings.
12. Use of Language
To consider the use of appropriate language in emails sent by councillors.
13. Searles Leisure Development / Hopkins Homes
At the request of Cllr Parton to consider writing to Mr Searle regarding procurement of affordable homes on the Hopkins Homes site. Copy of Cllr Parton's email enclosed for members.

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Finance Committee** on **Wednesday 3rd September 2014** 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 2nd July 2014.
3. Minutes
Matters arising.
4. HTC Accounts for Payment
To consider and recommend for payment Schedule of Accounts 15/06.
Copy enclosed for members.
5. TIC Accounts for Payment
To consider and recommend for payment Schedule of Accounts **T15/06**.
Copy enclosed for members.
6. Community Centre Accounts for Payment
To consider and recommend for payment Schedule of Accounts **C15/06**.
Copy enclosed for members.
7. HTC Financial Statement
To receive the Financial Statement of receipts and payments for July/August 2014. Available at the meeting.
8. TIC Financial Statement
To receive the TIC Financial Statement of receipts and payments for July/August 2014. Available at the meeting.
9. Community Centre Financial Statement
To receive the Community Centre Financial Statement of receipts and payments for July/August 2014. Available at the meeting.
10. Freedom of the Town Finances
To consider recommending for approval cheques:- 1) £300.00 for John Baker for entertainment and 2) £1,640 for Angie Sandercock for catering and to allocate the Community Contingency Budget of £1,000 to the Town Twinning/Freedom of the Town budget. (£1,000 remains in Freedom estimates from 201/15 and £939.78 in the Mayoral Allowance balance from 2013/14.)
11. Budget Heads Review/Revised Estimates for Expenditure 2014/15
To receive and consider a note of the meeting of the Budget Heads Review held on 24th July 2014 and to receive revised estimates for expenditure for 2014/2015, which stemmed from that meeting. Copy of note and revised estimates enclosed for members.

12. HTC Financial Regulations
Following the meeting held on 30th July 2014 to review HTC's Financial Regulations to receive and consider recommending for approval new Financial Regulations. Copy enclosed for members.
13. TIC Computer
To consider replacing the TIC computer together with appropriate software. Copy of quotation enclosed for members. (£1,300 remains in the Maintenance budget for 2014/15 and £3,000 in the Sundries budget).
14. Stannah Lift
To consider for approval the cost for works to maintain the safety and efficiency of the Town Hall Lift. Copy of quotation enclosed for members.
15. Dog Waste Bins
To consider a request from Mr R Harris for the installation of a dog waste bin at South Beach Road. Copy of Mr Harris's request enclosed for members. (£200 has been allocated in the 2014/15 Community budget).
16. Appraisal Training
To consider councillors attending Appraisal Training at a cost of £30 per delegate. Copy of application enclosed for members.
17. NCC Healthy Communities Training
To consider the NCC's Healthy Communities Training programme and whether any councillor wishes to attend one or more courses. Details enclosed for members.
18. The Norfolk Hospice Tapping House request for donation
To consider a request from Tapping House for a donation. Copy of request enclosed for members. (£200 remains in the donations contingency budget).
19. Vitalise Essential Breaks
To consider a request from Vitalise Essential Breaks for a donation towards its costs. Copy enclosed for members. (£200 remains in the donations contingency budget).

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HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Quality Council Committee** on **Wednesday 3rd September 2014** 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 2nd July 2014.
3. Minutes
Matters arising.
4. Meeting Dates
As deferred from the Quality Council meeting of 4th June 2014, Minute 7, to consider moving the Committee Meetings dates from the 1st Wednesday of each month to the 2nd Wednesday of each month and for the Full Council Meeting to be held on a Thursday evening eight days after the Committee meetings in stead of a Friday evening.
4. Quality Council Committee 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:
 - 4.2 A note of the meeting of the Freedom of the Town Working Party held on 25th June 2014. Copy enclosed for members.
 - 4.3 A note of the meeting of the Community Centre Working Party held on 16th July 2014. Copy enclosed for members.
 - 4.4 A note of the meeting of the Freedom of the Town Working Party held on 23rd July 2014. Copy enclosed for members.
 - 4.5 A note of the meeting of the Freedom of the Town Working Party held on 20th August 2014. Copy enclosed for members.
5. Community Centre Report
To receive the Facilities Manager's Community Centre Report No.15/03
Copy enclosed for members.
6. Sustainable Communities Act / Selling Electricity
To consider supporting a proposal by Patchway Town Council to be able to sell excess electricity to the national grid. Copy of detail enclosed for members.

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Town Hall Management Committee** on **Wednesday 3rd September 2014** 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 2nd July 2014.
3. Minutes
Matters arising.
4. Hire Charges and Bookings
At the request of Cllr Clutton to consider hire charges for the Town Hall and the Community Centre. A report from the Facilities Manager on hire charges elsewhere and HTC bookings is enclosed for members, together with current HTC hire charges.
5. Town Hall Report
To receive Town Hall Report No.15/03 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 receive meeting notes and approve recommendations, as appropriate, from Working Parties appointed by this Committee and to consider the following matters:
 - 7.2 A note of a meeting of the TIC Management Working Party held on 16th July 2014. Copy of note enclosed for members.
 - 7.3 Facilities Manager's TIC Report No 15/03. Copy enclosed for members.
8. Use of Community Centre Car Park
To consider a request for the Community Centre Car park to be used for operation of a mobile Pizza business. Copy of request enclosed for members.

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