



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 1st October 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
25th September 2014



HUNSTANTON TOWN COUNCIL

There will be a meeting of the **General Purposes Committee** on **Wednesday 1st October 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. BCllr. Nick Daubney
To welcome BCllr N Daubney and discuss questions previously forwarded to him.
3. Minutes - confirmation of
Previous meeting of the Committee held on 3rd September 2014.
4. Minutes
Matters arising.
5. Councillors Surgery Report
To receive a report from one or more Town Councillors.
6. Planning Applications
 - 6.1 To receive a report from the Planning Chairman as to planning applications dealt with by e-planning since the last meeting.
 - 6.2 To receive the decision by the planning Inspectorate with regard to a Tree Preservation Order at 16, Valentine Court.
Copy of decision enclosed for members.
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 the Civic Society.
9. Town Team
To receive a report from a member of HTC on the Town Team.
10. Anglia in Bloom
To receive a report from the representative of HTC attending Anglia in Bloom meetings.
11. Meeting Dates for 2015
To receive revised meeting dates for 2015 following the decision to alter the date of Committee meetings to the 2nd Wednesday of the month.
Copy of new dates enclosed for members.
12. Christmas Office Closure
In view of the new Committee meeting dates for 2015 to consider closing the office on Mon. 29th Dec., Tues. 30th Dec. and Wed 31st Dec. 2014.

13. Working Party Meeting Dates
To consider and approve new meeting dates for the TIC Management, Community Centre and Highways, Byways and Emergency Planning Working Parties. Copy enclosed for members.
14. Residential Care Facility at EMP4
At the request of Cllr Parton to consider supporting NCllr R Bird's efforts to secure investment in Hunstanton to develop a residential care facility at EMP4.
15. Henry Bellingham MP Letter
At the request of Cllr Maiden to consider the implications of the points raised in a letter to Henry Bellingham MP with regard to;
(1) The Hunstanton Pier Company and (2) Hopkins Homes.
Copy of letter enclosed for members.
16. Charles Road Traffic Hazard
To consider what action that can be taken to alleviate the traffic hazard along Charles Road. Copy of complaint from K Repetowski enclosed for members.

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HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Finance Committee** on **Wednesday 1st October 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 3rd September 2014.
3. Minutes
Matters arising.
4. HTC Accounts for Payment
To consider and recommend for payment Schedule of Accounts 15/07.
Copy enclosed for members.
5. TIC Accounts for Payment
To consider and recommend for payment Schedule of Accounts **T15/07**.
Copy enclosed for members.
6. Community Centre Accounts for Payment
To consider and recommend for payment Schedule of Accounts **C15/07**.
Copy enclosed for members.
7. HTC Financial Statement
To receive the Financial Statement of receipts and payments for September 2014. Available at the meeting.
8. TIC Financial Statement
To receive the TIC Financial Statement of receipts and payments for September 2014. Available at the meeting.
9. Community Centre Financial Statement
To receive the Community Centre Financial Statement of receipts and payments for September 2014. Available at the meeting.
10. Barclays Current Accounts Price Plan Charges
To receive and consider the Town Clerk's note of a meeting with the Barclays Bank Business Account Manager and to make recommendations as appropriate.
12. NCC's budget priorities for 2015/18
To receive a letter from NCC's Managing Director regarding Norfolk County Council's budget priorities for 2015/18. Copy enclosed for members.

13. Employment Working Party
 - 13.1 To receive a confidential note of a meeting of the Employment Working Party held on 18th August 2014.
Copy of the note enclosed for members.
 - 13.2 To consider and approve, if appropriate, the job description for the Contracted Community Centre Caretaker.
 - 13.3 To consider and approve, if appropriate, the job description for the Contracted Town Hall Caretaker.
14. Sponsorship for WWI Commemorations

As deferred from the General Purpose Committee meeting of 3rd September 2014 at Minute 3 to consider sponsorship of Mr. J Smith in his series of lectures about Hunstanton and WWI in 2015.
15. Repairs to Annex Toilet Cistern

To consider for approval a quotation to remove and replace the defective toilet cistern in the Annex at a cost of £60.00 ex Vat. Copy of quotation enclosed for members.
16. Health & Safety Risk Assessment Training

To consider attendance at the NPTP Health & Safety Risk Assessment training course at a cost of £35 per delegate. Copy of details enclosed for members.

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HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Quality Council Committee** on **Wednesday 1st October 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 3rd September 2014.
3. Minutes
Matters arising.
4. Amendments to Standing Orders
 - 4.1 To approve the deletion of the current wording of Standing Order 3(l) and to insert the following words:
***“A person may not orally report or comment about a meeting as it takes place if he/she is present at the meeting of the Town Council or its Committees but otherwise may:
a) film, photograph or make an audio recording of the meeting;
b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.”***
Copy or relevant section of current Standing Orders enclosed for members.
 - 4.2 To approve an amendment to Standing Order 4(e) to grant the newly formed Urgent Matters Committee executive powers. Standing Order 4(e) to read as follows;
“The General Purpose and Urgent Matters Committees only may use Executive Powers to address matters requiring urgent attention.”
Copy or relevant section of current Standing Orders enclosed for members.
 - 4.3 Standing Orders and Financial Regulations
To approve an amendment to Standing Order 18(a) (v) and 18 (c) to coincide with the newly approved Financial Regulations 4.1 and 11.1(b) & 11.19f).
The monetary values in Standing Orders 18(a)(v) and 18(c) to read ***£5,000.***
Copies of the relevant sections of the current Standing Orders and the new Financial Regulations enclosed for members.

5. Quality Council Committee Working Parties

5.1 To receive meeting notes and approve recommendations, as appropriate, from Working Parties appointed by this Committee and to consider the following matters:

5.2 A note of the meeting of the Freedom of the Town Working Party held on 10th September 2014. Copy enclosed for members.

5.3 A note of the meeting of the Community Centre Working Party held on 17th September 2014. Copy enclosed for members.

6. Community Centre Report

To receive the Facilities Manager's Community Centre Report for September 2014. Copy enclosed for members.

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HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Town Hall Management Committee** on **Wednesday 1st October 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 3rd September 2014.
3. Minutes
Matters arising.
4. Town Hall Booking List
To receive the current Booking List prepared by the Town Hall Manager. Available on the HTC Website.
5. Hire Charges and Bookings
As deferred from the THM Committee meeting of 3rd September 2014 at Minute 4 to consider a revision of hire charges for the Town Hall and the Community Centre. Copy of current charges enclosed for members.
6. THM Working Parties
 - 6.1 To receive meeting notes and approve recommendations, as appropriate, from Working Parties appointed by this Committee and to consider the following matters:
 - 6.2 A note of a meeting of the TIC Management Working Party held on 17th September 2014. Copy of note enclosed for members.
7. Use of Community Centre Car Park
As deferred from the THM Committee meeting of 3rd September 2014 at Minute 8 to consider a request for the Community Centre Car Park to be used for the operation of a mobile Pizza business following advice from BCKLWN.

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