



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 5th November 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
30th October 2014



HUNSTANTON TOWN COUNCIL

There will be a meeting of the **General Purposes Committee** on **Wednesday 5th November 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. Minutes - confirmation of
Previous meeting of the Committee held on 1st October 2014.
3. Minutes
Matters arising.
4. Councillors Surgery Report
To receive a report from one or more Town Councillors.
5. Planning Applications
To receive a report from the Planning Chairman as to planning applications dealt with by e-planning since the last meeting.
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. Anglia in Bloom
To receive a report from the representative of HTC attending Anglia in Bloom meetings.
10. Deadlines for Agenda Items and Procedures
To consider appropriate deadlines for receipt of agenda items for Committee and Full Council meetings of the Town Council and at the request of Cllr Maiden to consider the procedures for the drawing up of agendas for meetings.
11. Civic Voice
At the request of Cllr Murray to receive a report on the Annual Convention of the Civic Voice.
12. NALC Autumn Seminar
To consider attendance at the NALC Autumn Seminar on 19th November 2104. Copy of programme enclosed for members.
13. Coastal Surge Research Event
To consider attendance at a Coastal Surge Research event on 28th November 2014 at Blakeney Village Hall. Copy of details enclosed for members.

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Finance Committee** on **Wednesday 5th November 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 1st October 2014.
3. Minutes
Matters arising.
4. HTC Accounts for Payment
To consider and recommend for payment Schedule of Accounts 15/08.
Copy enclosed for members.
5. TIC Accounts for Payment
To consider and recommend for payment Schedule of Accounts **T15/08**.
Copy enclosed for members.
6. Community Centre Accounts for Payment
To consider and recommend for payment Schedule of Accounts **C15/08**.
Copy enclosed for members.
7. HTC Financial Statement
To receive the Financial Statement of receipts and payments for October 2014. Available at the meeting.
8. TIC Financial Statement
To receive the TIC Financial Statement of receipts and payments for October 2014. Available at the meeting.
9. Community Centre Financial Statement
To receive the Community Centre Financial Statement of receipts and payments for October 2014. Available at the meeting.
10. Barclays Current Accounts Price Plan Charges
As deferred from the Finance Committee meeting held on 1st October, Minute 10, to consider NALC's advice regarding the number of signatories required to authorise payments on behalf of the Town Council.
11. Employment Working Party
To receive a confidential note of a meeting of the Employment Working Party held on 25th September 2014. Copy of the note enclosed for members.
12. Epos Extended Warranty
To consider and approve, if appropriate, payment of £358.80 inc VAT for a two year extension of the warranty for the Epos till system in the TIC.
Copy of invoice enclosed for members.
13. Audit Letter of Authority
To approve the wording of a Letter of Authority for the Internal Audit Group's use. Copy enclosed for members.

HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Quality Council Committee** on **Wednesday 5th November 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 1st October 2014.
3. Minutes
Matters arising.
4. Press Releases
To consider any press releases to be issued during the forthcoming month.
5. Freedom of the Town
At the request of Cllr Clutton to receive a briefing report on the cost of the Freedom of the Town event held on 4th October 2014.
6. Community Centre Report
To receive the Facilities Manager's Community Centre Report for October 2014. Copy enclosed for members.
7. Butterfly Shelters and Footpath
At the request of Cllr Maiden to consider suggesting to BCKLWN that the footpath north of the shelters be named in honour of USAF Sgt F. A. Kilpatrick.
8. Annual Freedom of the Town
At the request of Cllr Maiden to consider what action to take to commemorate, annually, the granting of the Freedom of the Town to the USAF 67th SOS and the financial implications thereof.
9. Twinning
At the request of Cllr Maiden to consider progressing Twinning of the Town with the USAF 67th SOS and the financial implications thereof.

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HUNSTANTON TOWN COUNCIL

There will be a meeting of the **Town Hall Management Committee** on **Wednesday 5th November 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 1st October 2014.
3. Minutes
Matters arising.
4. Town Hall Booking List
To receive the current Booking List prepared by the Facilities 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 and 1st October 2014 at Minute 5 to consider a revision of hire charges for the Town Hall and the Community Centre. Copy of current charges enclosed for members.
6. Town Hall Report
To receive the Facilities Manager's Town Hall Report for October 2014. Copy enclosed for members.

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