



THORPE ST ANDREW TOWN COUNCIL

ANNUAL TOWN COUNCIL MEETING

Town Hall, Pound Lane, Thorpe St Andrew, Norwich, NR7 0UL
Tel/Fax: (01603) 701048 Email: office@thorpestandrew-tc.gov.uk

2nd May 2018

Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Town Hall on 14th May 2018 at 7.30pm for the purpose of transacting the following business.

Foreman

Thomas Foreman Clerk to the Council

AGENDA

- 1 **Election of Town Mayor**
- 2 **Election of Deputy Town Mayor**
- 3 **Committee Terms of Reference and Memberships**
- 4 **Appointment to External Bodies and Allotment Panel**
- 5 **Attendance book and apologies for absence**
- 6 **Declarations of interest in items on the agenda**
- 7 **To confirm the minutes of the Town Council meeting held on 9th April 2018**
- 8 **Announcements (For information only)**
To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
- 9 **Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 3 minutes each.**
 - (i) Norfolk Constabulary
 - (ii) County and District Councillors
Report from Councillor John Ward
 - (iii) Members of the public
- 10 **Finance**
 - i. **Section 1: Annual Governance Statement 2017/18**
 - ii. **Section 2: Accounting Statement 2017/18**
 - iii. **Review of Responsible Finance Officer job description**
 - iv. **Income, Expenditure, Balance Sheet and Variances 1/4/17 to 31/3/18**
 - v. **End of year ear-marked reserves**
- 11 **Draft Minutes of Committee Meetings**
 - (i) Plans Committee held 16th April 2018
 - (ii) Finance and Staff held 23rd April 2018
- 12 **Broadland Way Cycleway – Correspondence attached**
- 13 **Proposed Café at Sir George Morse Park – Report to be tabled**
- 14 **Transfer of Toilet Block from Broadland District Council – Confidential Report**
- 15 **Progress report on the South Norfolk/Broadland Council Feasibility Study – for Comment**
- 16 **Pinebanks and s.137 update – Report to be tabled**
- 17 **Confirmation of Annual Administration – Report attached – for information**

Future Agenda Items. (Not for discussion)

Town Council meeting 4th June 2018 | Plans meeting 21st May 2018 | Finance & Staff meeting 28th May 2018

Town Clerk – Thomas Foreman

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