

THORPE ST ANDREW TOWN COUNCIL
Serving the community

Councillors – you are hereby summoned to attend the meeting of the Full Council to be held on Monday 2nd December 2024 @ 7.30pm at Roxley Hall, Yarmouth Road, Thorpe St Andrew NR7 0QF.

Members of the Public/Press – in accordance with the Public Bodies (Admission to meetings Act 1960) members of the public have an opportunity to address the Council in the Public Forum. Also, in accordance with the (Admission to meetings Act 1960), members may be excluded when publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

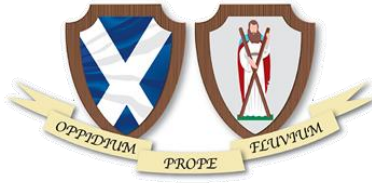
K. Kuderovitch, CILCA, Locum Chief Executive Officer

27th November 2024

A G E N D A

£ = Expenditure decision 👍 **Resolution to be made**

1.	<p>Declaration of interests</p> <p>To note any declarations of members’ pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda. At this point, all Members are to be reminded that they must disclose any interests they have in items of business on the meeting’s agenda either at this point or during the agenda item. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting.</p> <p>Town Clerk to request all Councillors to complete a new declaration of interests form and return as soon as possible.</p>
2.	<p>Apologies for absence 👍</p> <p>To receive and consider.</p>
3.	<p>Recording of the meeting</p> <p>Anyone present to declare their intention to record.</p>
4.	<p>Admission of the public</p> <p>In accordance with the Public Bodies (Admission to Meetings) Act 1960, Members to resolve whether to exclude members of the public from all or part of the meeting.</p>
5.	<p>Policies and Procedures 👍</p> <ul style="list-style-type: none"> a) Town Clerk to advise of the process for adding items to an agenda. To approve the draft document outlining the process. b) Town Clerk to advise on how decisions are made and the process for overturning decisions (6-month rule). c) Members to review and approve the draft Complaints Policy.
6.	<p>Public Forum</p> <p>Member of the public to address the Council (in line with Standing Orders):</p> <ul style="list-style-type: none"> d) The Chairman to allow maximum of 15 Minutes for the Public to address the Council (extended on approval of the Chairman). Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the



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	<p>agenda.</p> <p>e In accordance with standing order 3€ above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. Priority will be given to those members of the public wishing to speak on items on the agenda.</p>
7.	District & County Councillor/Norfolk Police Updates to be given.
8.	Committees 👍 Approval of: <ul style="list-style-type: none"> a) Draft Terms of Reference for Staffing Committee. b) Draft Terms of Reference for Finance & Governance Committee. c) Town Clerk to advise on Committees and procedures.
9.	Mayors Report
10.	Town Clerks Report
11.	Community Projects/Events 👍 A review of Christmas Events planned for Saturday 7 th December/Sunday 8 th December 2024 and a decision to be taken after a review of available resources whether to continue.
12.	Finance 👍 £ <ul style="list-style-type: none"> • Review and approval of Budget for Precept 25/26. • Payments List: – members to approve • Bank Reconciliation Statement – members to approve
	<i>In accordance with the Public Bodies (Admission to Meetings) Act 1960, the following agenda items are of a confidential nature.</i>
13.	Tree works 👍 £ Council to review four tenders and appoint a contractor.
14.	Personnel 👍 Town Clerk to report. <ul style="list-style-type: none"> • Staff • Christmas office closure dates