



## HALESWORTH TOWN COUNCIL

Waveney Local Office  
London Road  
Halesworth

**To members of the Council:** You are hereby summoned to attend the monthly meeting of Halesworth Town Council which will be held on **Monday 5<sup>th</sup> February, 2018 at 7.00 p.m.** in the DAY CENTRE ROOM, Ground Floor, at the above address.

Members of the public and the Press are welcome to attend and may ask questions on Agenda items in the Public Session, otherwise they are respectfully requested to remain silent during the meeting.

Yours faithfully

N.J.Rees  
Town Clerk

### **AGENDA**

1. **Apologies:** To receive any apologies for absence.
2. **Declarations of interest:** To receive declarations for pecuniary and non-pecuniary interests and to receive any requests for dispensation.
3. **Election:** Update on the forth coming election.
4. **Minutes:** To receive the minutes of the monthly meeting of the Council held on the 8<sup>th</sup> January 2018.
5. **Matters Arising:** Matters arising from the minutes
6. **Chair's Report:** To receive a report for January, 2018
7. **Police Report:** To receive a monthly report on Police related matters.
8. **Public Session:** [15 minutes on agenda items]
9. **Reports on meetings and events attended by Council representatives:** To receive any reports on meetings or events attended by Councillors.
10. **Council appointed Trustees and reps on outside bodies:** To consider any updates on the current review of all the current Council appointed trustees and reps on outside bodies.
11. **District & County Reports:** To receive a report.
12. **Communications Committee:** To receive a report on the Communications Committee meeting held on the 22<sup>nd</sup> January 2018.
13. **Urban Improvement Working Group:** To review the recent Library Presentation and responses to the questionnaire.
14. **Town Development Committee:** To receive a report on the Town Development Committee meeting held on the 15<sup>th</sup> January, 2018

15. **Financial Matters:**
  - a) To receive a report on the meeting held on the 29<sup>th</sup> January, 2018 and the grants awarded.
  - b) To consider the appointment of outsourced Data Protection Services.
  - c) To acknowledge approval of the Financial Regulations, Asset Register and Risk Assessment.
16. **Free Parking:** Update; to review any offer to reduce the costs from WDC and to confirm when the proforma invoices will be sent out.
17. **Forum Meeting:** To confirm the date and subjects for discussion at the next Forum Meeting to be held on the 22<sup>nd</sup> February, 2018.
18. **Neighbourhood Plan Steering Group:** To receive an update.
19. **London Rd Building:** To review the financial projections and to consider the condition surveys on the public toilets.
20. **Correspondence:** To consider correspondence on the London Rd Building and the Arboretum.
21. **Standing Orders:** To consider the amendments to the Standing Orders as recommended in the internal audit.
22. **Accounts for Payment:** To approve the accounts for payment.
23. **Staff Reviews:** To consider the proposals of the Finance and Personnel Committee. This item will held *in camera*.