



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 4th June, 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

A handwritten signature in black ink, appearing to read 'N.J. Rees'.

N.J.Rees
Town Clerk

AGENDA

1. **Apologies:**
2. **Declarations of interest:** To receive declarations for pecuniary and non-pecuniary interests and to receive any requests for dispensation.
3. **Minutes:** To confirm as a true record the minutes of the Annual & Monthly meeting held on the 8th May 2018.
4. **Chair's Report:** To receive a report for May 2018.
5. **Police Report:** To receive a Police report.
6. **Public Session:** [15 minutes on agenda items]
7. **Reports on meetings and events attended by Council representatives:** To receive any reports on meetings or events attended by Councillors.
8. **District & County Reports:** To receive any reports.
9. **Communications Committee:** To receive a report on the meeting held on the 25th May, 2018
10. **Town Development Committee:** To receive a report on the meeting held on the 14th May, 2018
11. **Financial Matters:**
 - a) To approve the internal Audit report conducted by SALC for 2017- 2018.
 - b) To approve Section 1 (Annual Governance Statement) of the audit submission for 2017 – 2018 to PKF LittleJohn LLP Accountants to be signed by the Chair.
 - c) To approve Section 2 (Accounting Statements) of the audit submission for 2017 – 2018 to PKF LittleJohn LLP Accountants to be signed by the Chair.
 - d) To receive a report on the meeting held on the 21st May, 2018
12. **Planning Committee:** To receive a report on the meeting held on the 21st May, 2018 and a report of the pre-application meeting with Hans House on the 15th May, 2018.

13. **Neighbourhood Plan Steering Group:** To receive a report on the last two meetings held on the 18th April, 2018 and the 16th May, 2018.
14. **WDC Local Plan:** To confirm submission of the Council's response to the WDC's Local Plan – Final Draft document.
15. **Dairy Farm Community Centre:** Update from the Chair.
16. **Teen shelter:** To agree the location and schedule of work.
17. **General Data Protection Regulations:** To approve the privacy notice and any associated Council forms or documents to comply with the regulations.
18. **Correspondence:**
19. **Items for the Website/Noticeboard/Newsletters/Library.**
20. **Accounts for Payment:** To approve the accounts for payment.