

Costessey Town Council

Hilary Elias, Town Clerk. Tel: 01603 742958 e: info@costesseytc.org @Costesseytc 5 April 2022

SUMMONS TO ATTEND – NOTICE is hereby given that a Meeting of Costessey Town Council will be held on Tuesday 12 April 2022 at 7.30pm in the Costessey Centre, Longwater Lane, Costessey, NR8 5AH.

Due to Covid concerns numbers in the Jerningham Room are still limited to 22, including Councillors and staff. Members of the public are most welcome to attend via Zoom. If you wish to attend in person, please contact the Clerk on info@costesseytc.org by the Friday beforehand, who will advise if there is any available space, which will be allocated on a first-come, first-served basis to members of the public.

Zoom Waiting Room will open at approx. 7.20pm Join Zoom Meeting:
<https://zoom.us/j/5258448551?pwd=OWYvT0Z5MmdoVG84R3dDUmJXVXd5dz09>
Meeting ID: 525 844 8551 Passcode: 152933 Tel: 0208 080 6591, OR 0203 901 7895, OR 0208 080 6592, OR 0330 088 5830, OR 0131 460 1196

If there is a particular item you are interested in, it would be useful to know this in advance, preferably by the preceding Friday. This is because you are muted for the duration of the meeting, and if you wish to ask a question you will need to do this via the chat room which is monitored by officers, as the technology will not pick up the sound from afar, or you can e-mail questions in advance. We cannot guarantee members of the public will have the opportunity to speak, other than as part of the Public Participation item at Full Council meetings.

The meeting will be recorded, and might also be recorded by other members of the public and live streamed via other platforms. Please be aware that whatever your device settings are will determine your identity in the Zoom screen gallery. You do not have to present your name, so please amend on Zoom as necessary.

Costessey TC Privacy and Policy: <https://www.costessey.org.uk/policies-and-gdpr.html>

The Town Council reserves the right to remove you from the meeting or switch off your audio / video. Members of the Public will be removed to the waiting room for confidential items

We live stream our meetings to:

<https://www.youtube.com/channel/UCrfYEAOpHNqxcq8ZiucJF9w>

AGENDA

To transact the business below, receive the following reports & to make such orders or give such directions as necessary:

- 1 To receive Apologies
- 2 To receive Declarations of Interest
- 3 To confirm the minutes of the Meeting of the Council held at 7.30pm on 8 March 2022
- 4 To receive Committee Minutes and consider the recommendations therein
 - a) Planning Committee meeting of 8 March 2022:

- b) Planning WG meeting of 22 March 2022:
- c) Staffing Committee of 11 March 2022:
- d) Staffing Committee of 23 March 2022:
- e) Staffing Committee of 1 April 2022:
- f) Fete WG of 14 March 2022:
- g) Finance Committee meeting of 18 March 2022:
- h) Property & Environment Committee of 22 March 2022:
- i) Burials WG of 29 March 2022:

5 To receive updates on matters in the minutes not listed below (NO resolutions)

6 Police Matters

7 To adjourn the meeting for 15 minutes' public participation

8 Finance Matters

- a) To approve the accounts for February 2022 and receive a budget report: (Min: F041/22)
- b) To approve the Proludic Invoice for £46,495.73 + VAT and fund from remainder of CIL receipts before funding from Rolling Capital Fund: (Deferred from March meeting)
- c) To approve the installation of 4 automatic shutters at QHCC - estimate @ £7,881.67 + VAT
- d) To approve the refurbishment of the Stafford Hall floor quote @ £3,960 + VAT
- e) To approve the JDMA Paving quote for laying Breedon Gravel path in the cemetery @ £17,200 + VAT (less if gravel donated) (Min: BC005/22)
- f) To consider the DRAFT Sponsorship Policy (Min F043/22) (Deferred from March meeting)

9 To approve the DRAFT amended Standing Orders (see proposed changes) - deferred from 08/03/22

10 To consider the arrangements for the Fete 2022 (see notes & details)

11 To send a proposal to NorfolkALC that the legislation be updated for Community Speed Watch Teams to allow for new technology speed cameras to be used in 20mph zones (GB)

12 To consider what support CTC could offer to refugees arriving in Costessey (TL)

13 To receive District Cllrs Reports (Verbal and written)

14 To receive correspondence (Verbal and written)

15 To consider the current set-up of Committees and Working Groups (to be agreed at the next Annual Meeting of the Council on 10 May - see suggested delegated powers / Terms of Reference)

16 To consider the latest Government guidance on COVID 19

17 To confirm the date of the next meeting as Tuesday 10 May at 7.30pm ANNUAL MEETING OF THE COUNCIL (NB: Annual Town Assembly on 19 April 2022 at 7pm – a meeting for the electorate of Costessey)

18 To pass a resolution excluding the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below due to the discussions relating to contracts, staffing and

***THE FOLLOWING ITEMS MAY BE HEARD IN CONFIDENCE / BELOW THE LINE**

19 *To consider confidential Finance items

20 *To consider the letter from Norton Legal

21 *To receive further information on the appointment of a new Clerk