

# Costessey Town Council



Hilary Elias, Town Clerk Tel: 01603 742958 e: [info@costesseytc.org](mailto:info@costesseytc.org) @Costesseytc 3 May 2022

**SUMMONS TO ATTEND – NOTICE** is hereby given that the ANNUAL Meeting of Costessey Town Council will be held on Tuesday 10 May 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](mailto: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.

The 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. 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 elect a Chairman for the forthcoming year and receive the Declaration of Acceptance of Office
- 2 To accept Apologies for Absence
- 3 To elect a Vice-Chairman for the forthcoming year
- 4 To receive Declarations of Interest
- 5 To present the gifts of Honorary Freeman & Honorary Freewoman
- 6 To adjourn the meeting for 10 minutes' public participation
- 7 To re-adopt the Code of Conduct

- 8 To appoint Committees, Working Groups and representatives on outside organisations for the Civic year and agree their membership & terms of reference**
- 9 To confirm and sign the minutes of the Extraordinary Town Council Meeting held at 7.15pm on 12 April 2022**
- 10 To confirm and sign the minutes of the full Town Council Meeting held at 7.30pm on 12 April 2022**
- 11 To receive Committee & WG minutes & notes and to consider the recommendations therein:**
- a) Minutes of the Staffing Committee of 8 April 2022:
  - b) Minutes of the Staffing Committee of 22 April 2022:
  - c) Notes from the Fete WG meeting of 11 April 2022:
  - d) Minutes of the Planning Committee of 12 April 2022
  - e) Minutes of the Planning Committee of 26 April 2022
  - f) Minutes of the Finance Committee of 22 April 2022:
- 12 To receive updates on matters in minutes, but not listed below (NB: No resolutions may be passed)**
- 13 To consider Finance matters**
- a) To approve the accounts for March 2022 and receive a budget report incl. payments over £500:
  - b) To consider and approve the accounts for Year End 2022: (see Accountant's notes):
  - c) To sign off the Balance Sheet at 31 March 2022: (Pg 7 of the accounts)
  - d) To consider, approve & sign the Annual Governance Statement (Section 1 of the Annual Return / AGAR):
  - e) To consider, approve & sign the 2021-22 accounts (Section 2 of the Annual Return / AGAR):
  - f) To consider the Earmarked Reserves at Year End: (Pg 12 & Appendix A – Back page & Budget Report pg 5)
  - g) To approve the Explanation of Variances over 15%:
  - h) To approve the list of Direct Debits:
  - i) To re-appoint DCK Accounting Solutions as Accountants for the forthcoming year:
  - j) To approve the Annual CIL Report to SNC 2021-22:
  - k) To ratify payment of the Zurich Annual Insurance Policy at £11,950.79 gross
- 14 To confirm the Standing Orders**
- 15 To consider the arrangements for the Fete 2022 (see notes & details)**
- 16 To receive the Minutes & Reports to the Annual Town Assembly and consider matters therein**
- 17 To receive District Councillors' Reports**
- 18 To confirm the date of the next meeting as Tuesday 14 June 2022 at 7.30pm in the Costessey Centre**
- 19 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**

- 20 \*To consider confidential Finance items**
- a) \*To agree cheque signatories for the bank mandates on all accounts:
  - b) \*To approve a Barclays Debit Card for the new Clerk:
  - c) \*To approve confidential items from the Finance Committee: (see above)
- 21 \*To receive information on confidential Staffing items**