

Costessey Town Council



Hilary Elias, Town Clerk. Tel: 01603 742958 e: info@costesseytc.org @Costesseytc 1 February 2022

SUMMONS TO ATTEND – NOTICE is hereby given that a Meeting of Costessey Town Council will be held on Tuesday 8 February 2022 at 7.30pm in the Costessey Centre, Longwater Lane, Costessey, NR8 5AH.

Members of the public are most welcome to attend via Zoom. Due to Covid restrictions numbers in the Jerningham Room are strictly limited to 22, including Councillors and staff. 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. The 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

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 11 January 2022

4 To receive Committee Minutes and consider the recommendations therein

- a) Planning Committee meeting of 11 January 2022:
- b) Staffing Committee of 21 January 2022:
- c) Finance Committee meeting of 21 January 2022:
- d) Planning WG meeting of 25 January 2022:
- e) Property & Environment WG of 25 January 2022:
- f) Fete Support WG of 28 January 2022:

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

6 To adjourn the meeting for 15 minutes' public participation

7 To receive information on the appointment of the new Town Clerk, Head of Services and RFO

8 Finance Matters

- a) To approve the accounts for November 2021 and receive a budget report:
- b) To approve the accounts for December 2021 and receive a budget report:
- c) To approve payment of the Proludic invoice for £63,297.79 plus VAT
- d) To consider a request from the Honorary Tree Warden for £2,500 towards the Well-BEE-ing hexagonal flower beds project

9 To consider the arrangements for the Fete 2022 (see also Fete notes above & proposal below the line)

10 To receive correspondence (Verbal and written)

11 To consider the latest Government guidance on COVID 19

12 To confirm the date of the next meeting as Tuesday 8 March 2022 at 7.30pm

13 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

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

14 *To consider any confidential items from the Finance Committee (see above)

15 *To approve the wording of the lease for the Taverham Lane Square of land and signing by the Chairman

16 *To consider the proposal for an additional event on the day following the Costessey Fete

17 *To consider conferring the honour of *Honorary Freeman of Costessey* on residents