

Costessey Town Council

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

SUMMONS TO ATTEND – NOTICE is hereby given that a Meeting of Costessey Town Council will be held on Tuesday 8 March 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/UCrYEAOpHNqxcq8ZiucJF9w>

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 February 2022**

4 To receive Committee Minutes and consider the recommendations therein

- a) Communications WG 1 February 2022:
- b) Staffing Committee of 4 February 2022:
- c) Planning Committee meeting of 8 February 2022:
- d) Planning WG meeting of 22 February 2022:
- e) Finance Committee meeting of 25 February 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, and to appoint her as a signatory on the bank mandate

8 Finance Matters

- a) To approve the accounts for January 2022 and receive a budget report:
- b) To introduce a £100 surcharge at the Officers' discretion for large bookings at the Costessey Centre from April 2022: (F028/22)
- c) To set up a new Unity Trust bank account to enable officers to pay regular suppliers by bank transfer up to £3,000 plus VAT (currently £3,600): (F029/22)
- d) To ratify payment of the Collier Turf Invoice for £3,302 + VAT:
- e) To approve the Proludic Invoice for £46,495.73 + VAT and fund from remainder of CIL receipts before funding from Rolling Capital Fund: (see CIL report)
- f) To award a £1,000 grant for the Memorial Project to the Royal British Legion as per the request in the original letter to the Clerk. (F031/22)

9 To approve the DRAFT amended Standing Orders (see suggested changes)

10 To consider the arrangements for the Fete 2022

11 To receive District Cllrs Reports (Verbal and written)

12 To receive correspondence (Verbal and written)

- a) Thanks from the Friends of the Tud Valley for donation towards the Well-BEE-ing Project:

13 To consider the latest Government guidance on COVID 19

14 To confirm the date of the next meeting as Tuesday 12 April at 7.30pm (NB: Annual Town Assembly on 19 April 2022 at 7pm – a meeting for the electorate of Costessey)