

# Costessey Town Council



Hilary Elias, Town Clerk Tel: 01603 742958 e:[info@costesseytc.org](mailto:info@costesseytc.org) @Costesseytc 7 September 2021

**SUMMONS TO ATTEND** - NOTICE is hereby given that a Meeting of Costessey Town Council will be held on Tuesday 14 September 2021 at 7.30pm at 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](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 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 approve Apologies
- 2 To receive Declarations of Interest (pecuniary, non-pecuniary & sensitive)

- 3 To confirm the minutes of the full Meeting of the Council held at 7pm on 10 August 2021**
- 4 To receive Committee and WG minutes & notes and to consider recommendations therein:**
- a) Minutes of the Planning Meeting on 10 August 2021:
  - b) Minutes of the Planning Meeting on 24 August 2021:
  - c) Minutes of the Staffing Committee of 20 August 2021:
  - d) Minutes of the Finance Committee of 20 August 2021:
  - e) Notes from the Burials WG of 10 September 2021:
- 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 consider Finance Matters (See also Finance Committee Minutes)**
- a) To approve the accounts for July 2021 & receive a budget report & payments over £500:
  - b) To amend the Contractor checks Document to increase the threshold from £5,000 + VAT to £25,000 + VAT and that, for contracts below this amount, officers should have discretion to amend the list of checks as appropriate having full regard to commercial prudence - ie to make this an operational decision (Min: F152/21)
  - c) To remove the requirement for "signed for" cheques & to send an e-mail to inform the payee / recipient to check the post - ie to make this an operational decision (Min: F158/21)
- 8 To consider suspending live streaming of meetings until adequate equipment is in place (audio could be uploaded in the meantime)**
- 9 To consider a Costessey Fete 2022**
- a) To consider whether to hold a Costessey Fete over the Platinum Jubilee Bank holiday in June 2022:
  - b) If so, to consider how many days the fete should take place:
- 10 To consider holding an ECM**
- a) To discuss information on legal transfers of Lodge Farm Hall and recreational spaces
  - b) To approve new play equipment at three sites (time limited quotes)
- 11 To receive correspondence**
- 12 To receive District & County Councillors' Reports**
- 13 To consider the latest Government guidance on COVID 19**
- 14 To confirm the date of the next meeting as Tuesday 12 October 2021 at 7.30pm**
- 15 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**

- 16 \*To consider any confidential items from the Finance Committee (see above)**