

Costessey Town Council Meeting

Summons to attend the meeting held at the Costessey Centre, Longwater Lane,
Costessey NR8 5AH on Tuesday 13 May 2025 at 7.30pm

AGENDA

PUBLIC PARTICIPATION - In line with standing orders members of the public may address the Council for a maximum of **five (5) minutes each** in relation to items on the agenda.

Reports to be received from South Norfolk District Council (SNDC) and Norfolk County Council (NCC) Councillors.

- | | |
|---|----------------|
| 1. Election of the Town Council Chairman | 2 Mins |
| To appoint a Chairperson for the year 2025-2026 | |
| To receive the elected Chair's Declaration of Office | |
| 2. Election of a Vice-Chair | |
| To appoint a Vice Chairperson for the year 2025-2026 | |
| To receive the Vice – Chair's Declaration of Office | |
| 3. Attendance | 2 Mins |
| To note attendance. | |
| To receive apologies for absence: Cllr Louise Gibbs-Kneller (other commitment) | |
| 4. Declarations of Interest | 2 Mins |
| To receive Members' Declarations of Interest and note 'Granted Dispensations.' | |
| 5. Minutes | 5 Mins |
| To confirm the minutes of the previous Full Council meeting held on 1 April 2025. | |
| 6. Matters arising* - Please see action log (previously circulated) for updates. | 5 Mins |
| 7. Chair update - Cllr Laidlaw | |
| Annual Assembly | 10 Mins |
| a) To receive an update from the Chair on council matters including the recent Annual Assembly held on Tuesday 15 April 2025. | |
| b) To consider any improvements to the Annual Assembly for next year – Cllrs | |

8. Financial Matters – Cllr G Jones

20 Mins

a) Finance update

To receive an update from the Finance and Governance Committee Chair – Cllr G Jones.

b) Accounts

To consider the accounts up to 31 March 2025 including payments over £500. **Attached.**

c) Finance and Governance Committee Meeting

- Minutes: to note the minutes of the meeting held on Tuesday 29 April 2025.

- Precept: to note the first Precept – the first payment of £423, 543.00 has received from the precepting authority SNDC.

d) Insurance

To consider renewal options and costs (previously circulated by email & attached).

e) Audit

To consider all matters in relation to the internal audit and external audit requirements including the following items but not excluding others as tabled at the meeting:

- Annual Governance and Return
- General Power of Competence
- Internal audit report

9. Consultations

To note or consider any consultations received within the month:

a) **Local Government Reorganisation** – events for Town and Parish Councils.

Letter from Norfolk County Council's Chief Executive and to note the online event for Town and Parish Councils on 20 May 6.30-8pm (invitations sent to Outlook calendars).

b) **Norfolk Nature Recovery Consultation** - The Countryside Charity (CPRE)

Consultation and background materials here: www.norfolk.gov.uk/naturerecovery

10. Councillor updates

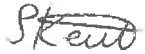
20 Mins

To receive any updates from councillors on council matters.

- a) Play Area (Middleton Crescent) – Cllr McCloskey
- b) Dementia Café – Cllrs Newby, S Jones, McCloskey, R & S Wheeldon.
- c) Traffic and Speed Awareness Rapid Action Group Task – Cllrs – ATTACHED
- d) Parking Proposal and Survey – current work on a draft proposal – Cllr Toms – ATTACHED
- e) Staffing update – update previously circulated.

11. Full Council Meeting

To note the date of the next Full Council meeting as Tuesday 10 June 2025.



S. Kent

Town Clerk, Head of Services and Responsible Financial Officer

7 May 2025

* (NB: No resolutions may be passed)