



# HOLT TOWN COUNCIL

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(Office hours: 9.00 – 12.00 Monday / Wednesday/ Friday)

## AN ANNUAL TOWN COUNCIL MEETING IS TO BE HELD ON MONDAY 14TH MAY 2018 AT 7.00PM AT THE COMMUNITY CENTRE, KERRIDGE WAY, HOLT

### AGENDA

|    |                                                                                                                                                                                                                   |  |
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| 1  | TO RECEIVE PROPOSALS FOR THE ELECTION OF MAYOR                                                                                                                                                                    |  |
| 2  | TO RECEIVE PROPOSALS FOR THE ELECTION OF VICE-MAYOR                                                                                                                                                               |  |
| 3  | A MINUTES SILENCE FOR JAMES MAWSON & CECIL DAVEY                                                                                                                                                                  |  |
| 4  | APOLOGIES FOR ABSENCE                                                                                                                                                                                             |  |
| 5  | TO CONSIDER REQUESTS FOR DISPENSATIONS ON A MATTER IN WHICH A MEMBER HAS A DISCLOSABLE PECUNIARY INTEREST (note that requests for dispensation should be received by the Clerk in writing by midday on 14th May). |  |
| 6  | TO RECEIVE A REPORT FROM THE SAFER NEIGHBOURHOOD TEAM MEMBER & THE POLICE IF AVAILABLE                                                                                                                            |  |
| 7  | ANNOUNCEMENTS BY THE MAYOR INCLUDING AN UPDATE ON NELSON HOUSE                                                                                                                                                    |  |
| 8  | AGREE THE FOLLOWING MINUTES<br>8.1 Town Council Meeting held on 9 April 2018<br>8.2 Extraordinary Town Council meeting held on 3 May 2018                                                                         |  |
| 9  | MATTERS ARISING if any (for information and not included on the main council agenda).                                                                                                                             |  |
| 10 | APPOINTMENT OF MEMBERS TO SERVE AS TOWN COUNCIL REPRESENTATIVES ON LOCAL ORGANISATIONS AND FORMATION OF OWL TRAIL COMMITTEE & INDUSTRIAL LAND STEERING GROUP                                                      |  |
| 11 | REPORTS -<br>11.1 Police<br>11.2 Norfolk County Council<br>11.3 North Norfolk District Council<br>11.4 Holt Chamber of Trade<br>11.5 Holt Youth Project                                                           |  |
|    | <i>PUBLIC SPEAKING TIME – Limited to 15 minutes<br/>(Three minutes per person)</i>                                                                                                                                |  |
| 12 | CORRESPONDENCE<br>12.1 NNDC Cutting Contracts<br>12.2 Police Newsletter<br>12.3 N Lamb/J Thomson Integrated public transport<br>12.4 Various Re Owls in Memorial garden                                           |  |
| 13 | TO DISCUSS WORK AT PEACOCK PLAYING FIELD                                                                                                                                                                          |  |
| 14 | TO CONSIDER TRAFFIC SURVEY IN HOLT                                                                                                                                                                                |  |
| 15 | TO CONSIDER IDEAS FOR NORFOLK DAY                                                                                                                                                                                 |  |
| 16 | TO CONSIDER INCLUSION IN RATION BOOK FOR 1940s                                                                                                                                                                    |  |
| 17 | TO CONFIRM GENERAL POWER OF COMPETENCE                                                                                                                                                                            |  |
| 18 | TO CONSIDER AND ADOPT POLICY FOR PUBLIC SPEAKING AT HTC MEETINGS                                                                                                                                                  |  |
| 19 | TO CONSIDER ENVIRONMENTAL WEIGHT RESTRICTION & PROHIBITION OF WAITING NEAR DEVELOPMENT ON HEATH DRIVE                                                                                                             |  |
| 20 | TO DISCUSS PURCHASE OF<br>20.1 Watering cart<br>20.2 Wheeled strimmer                                                                                                                                             |  |
| 21 | REVIEW OF<br>21.1 STANDING ORDERS<br>21.2 FINANCIAL REGULATIONS<br>21.3 COMPLAINTS PROCEDURE<br>21.4 PRESS & MEDIA POLICY                                                                                         |  |
| 22 | TO DISCUSS GDPR & APPROVE FOLLOWING DOCUMENTS<br>22.1 DATA PROTECTION POLICY/PRIVACY STATEMENT                                                                                                                    |  |

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|    | <b>22.2 RETENTION OF DOCUMENTS</b>                                                                                                                                                                                         |  |
| 23 | <b>APPOINTMENT OF INTERNAL AUDITOR</b>                                                                                                                                                                                     |  |
| 24 | <b>APPOINTMENT OF DDA COMPLIANCY EXPERT</b>                                                                                                                                                                                |  |
| 25 | <b>FINANCIAL MATTERS</b><br>25.1 Approve Payment of Invoices as attached<br>25.2 Approve Accounts and Annual Return for 2017/18<br>25.3 Annual Governance Statement inc asset register<br>25.4 To consider insurance cover |  |
| 26 | <b>PLANNING MATTERS</b><br>To consider planning matters (see attached– applications and decisions and receive correspondence                                                                                               |  |
| 27 | <b>DATE OF NEXT MEETING 11 JUNE 2018</b>                                                                                                                                                                                   |  |
| 28 | <b>To consider a resolution (under the public bodies admission to Meetings Act 1960) to exclude members of the public if applicable</b>                                                                                    |  |
| 29 | <b>29.1 Confidential Matters</b>                                                                                                                                                                                           |  |
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