



# HALESWORTH TOWN COUNCIL

Waveney Local Office  
London Road  
Halesworth

**To members of the Council:** You are hereby summoned to attend an **Monthly meeting** of Halesworth Town Council which will be held on **Monday 9<sup>th</sup> May, 2022 at 6.30pm at the DAY CENTRE, London Road, Halesworth**

Members of the public and the Press may attend the meeting and may ask questions on the agenda item(s) in the Public Session.

Yours faithfully

A handwritten signature in black ink, appearing to read 'N.J. Rees'.

N.J.Rees  
Town Clerk

## **AGENDA**

### **Part 1 Annual Meeting of the Council**

1. **Election of Chair and to receive the Chair's Declaration of Acceptance of Office.**
2. **Election of Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office.**
3. **Apologies:** To approve any apologies.
4. **Register of Interests:** To confirm members interests are up to date.
5. **Declarations of interest:** To receive declarations for pecuniary and non-pecuniary interests and to receive any requests for dispensation.
6. **Minutes:** To receive the minutes of the Annual meeting of the Council held on 4th May 2021 **approved** on the 21st June 2021.
7. **Matters arising from the minutes:**
8. **Election of Committee Members:**
9. **Election of Working Group Members:**
10. **To determine Council representation on Outside Bodies:**

### **Part 2 Monthly Meeting of the Council**

11. **Minutes:** To confirm as a true record the minutes of the monthly meeting held on the 4<sup>th</sup> April, 2022.
12. **Matters arising from the minutes:**
13. **Chair's Report:** To receive a report for April.
14. **Public Session:** [15 minutes on agenda items]

15. **Reports on meetings and events attended by Council representative:** To receive any Cllr reports
16. **District & County Reports:** To receive any reports
17. **Jubilee:** Update
18. **Finance & Governance Committee:** To receive the report of the meeting held on the 25<sup>th</sup> April, 2022 and to approve the following:-
  - a) Revised Budget 2022 – 2023 & Reserves
  - b) Internal Audit report
  - c) Section 1: **(Annual Governance Statement) of the audit submission for 2019 – 2020 to PKF LittleJohn LLP Accountants** to be signed by the Chair.
  - d) Section 2: **(Accounting Statements) of the audit submission for 2019 – 2020 to PKF LittleJohn LLP Accountants** to be signed by the Chair.
19. **Planning & Highways Committee:**
  - a) To receive the minutes of the meeting held on the 27<sup>th</sup> April, 2022
  - b) To receive the report of the Wayfinding Signage Group meeting held on the 7<sup>th</sup> April, 2022
20. **Neighbourhood Plan Steering Group:** To receive any updates
21. **Leisure & Environment Committee:** To receive any updates
22. **Assets & Services Committee:** To receive any updates.
23. **Model Code of Conduct:** To consider adopting the new Model Code of Conduct
24. **Correspondence:** HEM – Festive Lights
25. **Maintenance:**
26. **Items for the Website/Noticeboard/Newsletters/Library:**
27. **Accounts for Payment:** To approve the accounts for payment.