



# 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 6<sup>th</sup> February, 2023 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**

1. **Apologies:**
2. **Declarations of interest:** To receive declarations for pecuniary and non-pecuniary interests
3. **Minutes:** To confirm as a true record the minutes of the monthly meeting held on the 9<sup>th</sup> January, 2023
4. **Matters arising from the minutes:**
5. **Chair's Report:** To receive a monthly report.
6. **Public Session:** [15 minutes on agenda items]
7. **Reports on meetings and events attended by Council representatives:**
8. **District & County Reports:** To receive any reports
9. **To receive draft Committee/WG reports and minutes for information**
  - a) **Finance & Governance Committee** held on the 16<sup>th</sup> January, 2023.
  - b) **Assets & Services Committee** held on the 18<sup>th</sup> January, 2022
  - c) **Community Hub WG:** Update
  - d) **London Rd Building:** - Under item 10
  - e) **Leisure & Environment Committee** held on the 11<sup>th</sup> January, 2023
  - f) **Planning & Highways** held on the 30<sup>th</sup> January, 2023
  - g) **Thoroughfare WG** update
  - h) **Neighbourhood Plan Steering Group:** Referendum update
10. **London Rd building:** To consider the proposals of the Assets & Services Committee, the full proposal as detailed in the A&S minutes incorporating the Clerk's report and drawings (attached separately); to make improvements and alterations to the London Rd Building to convert the Chambers Room for additional staff, to upgrade welfare facilities, to create an additional meeting room downstairs and to replace windows all within the proposed budget subject to permission from ESC (pending).

11. **Grant Applications: To consider making the following applications:**
  - a) East Suffolk Towns Initiative.
  - b) Shared Prosperity Fund: Application for Planters & the Market 800 event
12. **Station User Group:** To receive any updates.
13. **Events:**
  - a) Market Charter – Update and approve budget (attached) from Reserves/ESC Grant
  - b) Coronation – Update and proposal for budget of up to £3,000
14. **Standing Orders:** To review the Model Standing Orders, adopted in March 2022 with no proposed amendments.
15. **Maintenance:**
16. **Correspondence:**
17. **Items for the Website/Noticeboard/Newsletters/Library:**
18. **Accounts for Payment:** To approve the accounts for payment.
19. **Staff Matters:** To consider the recommendations from the Finance & Governance and to hold this item *in camera* if required due to the confidential nature of the matter to be discussed.
  - a) Assistant Town Clerk position and Job description.
  - b) Marketing Position: Update
  - c) Staff salaries