



HALESWORTH TOWN COUNCIL

Waveney Local Office
London Road
Halesworth

To members of the Council: You are hereby summoned to attend the **Annual meeting** of Halesworth Town Council which will be held on **Monday 15th May 2023 at 6.30pm in 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. **To confirm receipt of all members Declarations of Acceptance of Office.**
4. **Apologies:** To approve any apologies.
5. **Register of Interests:** To confirm members interests are up to date.
6. **Declarations of interest:** To receive declarations for pecuniary and non-pecuniary interests and to receive any requests for dispensation.
7. **Minutes:** To receive the minutes of the Annual meeting of the Council held on 9th of May 2022 (approved on the 6th of June 2022).
8. **Election of Standing Committee Members: Assets & Services, Leisure & Environment, Planning & Highways.**
9. **Appointment of Chairs to the Standing Committees;**
10. **Appointment of Chair to the Finance & Governance and two remaining positions of the Committee (Chairs of the Council, Vice Chair of the Council and Chairs of A&S, L&E, P&H automatically selected).**
11. **Election of Sub- Committee & Working Group Members where applicable but may be determined by the relevant Standing Committees:**
12. **To determine Council representation on Outside Bodies:**

Part 2 Monthly Meeting of the Council

13. **Minutes:** To confirm as a true record the minutes of the monthly meeting held on the 3rd April, 2023.
14. **Matters arising from the minutes:**
15. **Public Session:** [15 minutes on agenda items]
16. **Reports on meetings and events attended by Council representative:** To receive any Cllr reports
17. **District & County Reports:** To receive any reports
18. **To receive draft Committee/WG reports and minutes for information**
 - a) **Finance & Governance Committee** held on the 17th April, 2023.
 - b) **Assets & Services** Committee held on the 19th April, 2022
 - c) **Community Hub WG:** Update
 - d) **Leisure & Environment** Committee held on the 12th April, 2023
 - e) **Planning & Highways** held on the 5th May and 17th April, 2023
 - f) **Thoroughfare** WG report
19. **Audit:**
 - a) Section 1: **(Annual Governance Statement) of the audit submission for 2022 – 2023 to PKF LittleJohn LLP Accountants** to be signed by the Chair.
 - b) Section 2: **(Accounting Statements) of the audit submission for 2022 – 2023 to PKF LittleJohn LLP Accountants** to be signed by the Chair.
 - c) **To receive the Internal Audit signed by the auditor (the full report to be considered for any actions by the Finance & Governance Committee)**
20. **General Power of Competence) (Prescribed Conditions) Order 2012. To confirm the following:**
 - a) The number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council
 - b) The clerk to the parish council holds the Certificate in Local Council Administration.
 - c) The new Council passes a resolution to adopt the General Power of Competence (Prescribed Conditions) Order 2012 and this comes into force on the day after the day on which it is made.
21. **Correspondence:** Coronation Event
22. **Items for the Website/Noticeboard/Newsletters/Library:**
 - a) **Annual Parish Meeting reminder 6.30pm Wednesday 24th May at the Edgar Sewter School**
 - b) **Advertise for new councillors**
23. **Accounts for Payment:** To approve the accounts for payment.