



Halesworth Town Council

Town Clerk: David Lines
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Dear Councillors,

You are hereby summoned to attend a meeting on **Monday 6th November 2023** at 6.30pm in the **DAY CENTRE**, London Road, where the undermentioned business will be conducted.

Yours faithfully,

David Lines - Town Clerk

1st November 2023

Members of the Public and the Press are welcome to attend the meeting.

AGENDA

1. **Welcome by the Chair and formal notice about any recording of the meeting (if applicable).**
2. **To RECEIVE apologies for absence and declarations of interest, and**
To **RECEIVE** delegated Declarations of Interest Dispensation decisions or **APPROVE** such dispensation requests as required.
Members are reminded that if it becomes clear that they have a Disclosable Pecuniary, Other Pecuniary or Registrable Non-Pecuniary Interest when considering any of the matters covered by this Agenda, they must declare it.
3. **Minutes of the last meeting**
To **APPROVE** the minutes of the meeting of the Committee held on **2nd October 2023** (previously circulated) as a true and accurate record. <https://halesworthtowncouncil.org.uk/the-council/past-meeting-minutes/>
4. **Public Forum**
The Chair to invite members of the public to indicate if they wish to speak at this meeting, either on an item on the agenda or on a general matter. Public questions are permitted for a maximum of 15 minutes and are generally limited to around three minutes per person, at the discretion of the Chair.
The public may ask questions relating to the work and services of the Council. Questions may not always be answered at the meeting, but they will be dealt with appropriately. If a question is to be discussed by councillors, it will be added to the agenda for the next Council meeting.
5. **District & County Councillor Reports:** To receive any reports and provide the Councillors with an opportunity to answer any questions raised in the public forum.
6. **Town Councillor Reports:** To receive reports on meetings or events attended by the Town Chair and fellow councillors in their capacity as representatives of the Town Council.
7. **To RECEIVE draft Committee minutes for information** <https://halesworthtowncouncil.org.uk/the-council/past-meeting-minutes/>
 - a) Finance & Governance Committee report (16th October)
 - b) Assets & Services Committee minutes (18th October) – see Item 8 below
 - c) Leisure & Environment Committee minutes (31st October)
8. **Clerk's Report**
 - a) To **CONSIDER** any applications for co-option as a member of the Town Council.
 - b) To **RECEIVE** items for publication via the Website/Noticeboard/Newsletters/Library.
 - c) To **NOTE** the physical closure of the Town Council's offices for refurbishment, commencing 20th November for one week and to **CONSIDER** demolition of the single storey section of the London Road building A&S Minutes 18.10.23.
 - d) To **REVIEW** any correspondence not previously circulated.
9. **RFO Reports (to follow)**
 - a. To **RECEIVE** a monthly report of income and expenditure (year to date) against the budget and a bank reconciliation.
 - b. To **AUTHORISE** accounts for Payment
10. **Exclusion of Public & Press** In accordance with The Public Bodies (Admissions to Meetings) Act 1960, to **RESOLVE** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information) in the remainder of this agenda can be discussed and decided.
11. To **DISCUSS** staff matters arising out of Item 17, Full Council minutes, October 2nd, 2023 (confidential paper to follow).
12. To **APPROVE** the successful contractor for the Wayfinding Artwork project (confidential paper to follow).

Date of next meeting – Monday 4th December 2023

Waveney Local Office, London Road, Halesworth, Suffolk IP19 8LW