



# Halesworth Town Council

Town Clerk: David Lines  
E: clerk@halesworthtowncouncil.gov.uk  
P: 01986 874517

Dear Councillors,

You are hereby summoned to attend a meeting on **Monday 2<sup>nd</sup> September 2024** at 6.30pm in the **DAY CENTRE**, London Road, where the undermentioned business will be conducted.

Yours faithfully,

David Lines - Town Clerk

28<sup>th</sup> August 2024

*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 Council held on **July 1<sup>st</sup> 2024** (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 (12<sup>th</sup> August) – three recommendations therein (see items below).
  - b) Assets & Services Committee (no meeting).
  - c) Leisure & Environment Committee (no meeting).
  - d) Planning and Highways Committee (23<sup>rd</sup> August).
8. To **RECEIVE** the External Auditor's Report for FY 2023/24 (if received) and **NOTE** any recommendations therein
9. **Clerk's Report**
  - a) To **CONSIDER** any applications for co-option as a member of the Town Council.
  - b) To **RECEIVE** the **Clerk's Report** as an update and further instruction on matters outstanding from previous meetings.
  - c) To **CONSIDER** a report and recommendation about the East Suffolk Council Asset Transfer proposal.
  - c) To **REVIEW** any correspondence not previously circulated.
  - e) To **RECEIVE** a recommendation from the F & G Committee to create a stand-alone Personnel Committee
- 10 **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 (previously circulated for collective scrutiny)
  - c. To **RECEIVE** a Reserves and CIL report
11. **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 - **Personnel Matters**
12. **Personnel Matters** – recommendations from the Finance and Governance Committee

**Date of next meeting – Monday 7<sup>th</sup> October 2024**  
**Waveney Local Office, London Road, Halesworth, Suffolk IP19 8LW**



## **AGENDA (large print)**

- 1. Welcome by the Chair and formal notice about any recording.**
- 2. To RECEIVE apologies for absence and declarations of interest**
- 3. Minutes of the last meeting - to APPROVE the minutes of the the Council Meeting held on 1<sup>st</sup> July 2024**
- 4. Public Forum**  
The Chair to invite members of the public to speak at this meeting
- 5. District & County Councillor Reports:**
- 6. Town Councillor Reports:**
- 7. To RECEIVE draft Committee minutes for information**
- 8. To RECEIVE the External Auditor's Report**
- 9. Clerk's Report**
  - a) To **CONSIDER** any applications for co-option
  - b) To **RECEIVE** the **Clerk's Report** .
  - c) To **CONSIDER** a report on the ESC Asset Transfer
  - d) To **REVIEW** any correspondence not previously circulated.
  - e) To **CONSIDER** creating a stand-alone Personnel Committee
- 10. RFO Reports (to follow)**
  - a. To **RECEIVE** an I&E report and a bank reconciliation.
  - b. To **AUTHORISE** accounts for Payment
  - c. To **RECEIVE** a Reserves and CIL report
- 11. Exclusion of Public & Press – Personnel Matters**
- 12. Personnel Matters**

**Date of next meeting – Monday 7<sup>th</sup> October 2024**