



# Halesworth Town Council

Town Clerk: David Lines  
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P: 01986 874517

Dear Councillors,

You are hereby summoned to attend the **ANNUAL GENERAL MEETING** of the Council on **Monday 13<sup>th</sup> May 2024** at 6.30pm in the **DAY CENTRE**, London Road, where the undermentioned business will be conducted.

Yours faithfully,

David Lines - Town Clerk

7<sup>th</sup> May 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. **ELECTION** of the Chair for the coming civic year and to receive the Chair's Declaration of Acceptance of Office.  
**ELECTION** of the Vice-Chair for the coming civic year and Declaration of Acceptance of Office.
3. To **REMIND** members of the importance in updating their Registers of Interest,  
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.*
4. **Minutes of the last meeting**  
To **APPROVE** the minutes of the meeting of the Council held on **8<sup>th</sup> April 2024** (previously circulated) as a true and accurate record. <https://halesworthtowncouncil.org.uk/the-council/past-meeting-minutes/>
5. To **APPOINT** the Chairs and Members of the Council's Committees and **CONFIRM** that all members act as substitutes for all committees (unless they indicate otherwise) – current membership list to follow.
6. To **APPROVE** the Council's representatives on outside bodies – current list to follow.
7. To **RECEIVE** the Financial Reports for FY 2023/2024
8. To **CONSIDER** and **APPROVE** the Annual Governance and Accountability Return for 2023/2024 (**recommended for noting and deferral until the June Council meeting, pending the release of the Internal Audit report**)
  - Section 1: **Annual Governance Statement**
  - Section 2: **Accounting Statements.**To **NOTE** that the Internal Audit will take place on May 15<sup>th</sup> (the full report to be circulated to all members of the Council and considered for any actions by the Finance & Governance Committee).
9. **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.*
10. **District & County Councillor Reports:** To receive any reports and provide the Councillors with an opportunity to answer any questions raised in the public forum.
11. **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.
12. To **RECEIVE** draft Committee minutes for information <https://halesworthtowncouncil.org.uk/the-council/past-meeting-minutes/>
  - a) Finance & Governance Committee (15<sup>th</sup> April)
  - b) Assets & Services Committee (17<sup>th</sup> April).
  - c) Leisure & Environment Committee (30<sup>th</sup> April).
  - d) Planning and Highways Committee (24<sup>th</sup> April).



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## AGENDA (continued)

### 13. 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 **RECEIVE** items for publication via the Website/Noticeboard/Newsletters/Library.
- d) To **REVIEW** any correspondence not previously circulated.
- e) To **CONSIDER** a request for a survey to be conducted under the Town Council's aegis by three former councillors.
- f) To **ADOPT** a Pre-planning application Protocol
- g) To **CONFIRM** the extant insurance policy with Aviva (Clear Councils), cover until 31<sup>st</sup> March 2025

### 14. RFO Reports (to follow)

- a. To **RECEIVE** a monthly report of income and expenditure (year to date) against the budget (with a short commentary) and a bank reconciliation.
- b. To **AUTHORISE** accounts for payment (previously circulated for collective scrutiny)

### 15. Agenda items for the next meeting – Deferred items from this agenda / Internal Audit report/ Review of Key policies

**Date of next meeting – Monday 3<sup>rd</sup> June 2024**