



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 3rd June 2024** at 6.30pm in the **DAY CENTRE**, London Road, where the undermentioned business will be conducted.

Yours faithfully,

David Lines - Town Clerk

28th 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. **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 Annual General Meeting of the Council held on **13th May 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 (no meeting in May)
 - b) Assets & Services Committee (15th May).
 - c) Leisure & Environment Committee (28th May).
 - d) Planning and Highways Committee (14th May).
8. **Annual Governance and Accountability Report**
 - a) To **RECEIVE** the **Internal Audit Report** for FY to March 31st, 2024, and **CONSIDER** the recommendations therein.
 - b) To **CONSIDER** and **APPROVE** the **Annual Governance Statement** for 2023/2024
 - c) To **CONSIDER** and **APPROVE** the **Accounting Statements** 2023/2024
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 **RECEIVE** items for publication via the Website/Noticeboard/Newsletters/Library.
 - d) To **REVIEW** any correspondence not previously circulated.
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 **APPROVE** two additional on-line users for the Unity Trust Bank account.
 - d. To **APPROVE** the 2023/2024 Community Infrastructure Levy (CIL) report.

Date of next meeting – Monday 1st July 2024

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