



# HALESWORTH TOWN COUNCIL

To members of the Council: You are hereby summoned to attend a meeting of Halesworth Town Council on MONDAY 18<sup>th</sup> MAY at 4pm by Video Conference in accordance with the latest emergency legislation (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020)

Members of the public and the Press are welcome to attend the meeting (virtually) by contacting the Clerk on [clerk@halesworthtowncouncil.org.uk](mailto:clerk@halesworthtowncouncil.org.uk) but they are respectfully requested to remain silent during the meeting unless invited to speak in the public session.

Yours faithfully

A handwritten signature in black ink, appearing to read 'N.J. Rees'.

N.J. Rees  
Town Clerk

## AGENDA

- 1) Apologies.
- 2) Declarations of Interest: To receive declarations for pecuniary & non-pecuniary interests.
- 3) Minutes: To confirm as a true record the minutes of the monthly meeting held on the 2<sup>nd</sup> March, 2020.
- 4) Matters arising from the minutes.
- 5) Chair's Report.
- 6) Annual meeting of the Council: To consider the proposal that the Annual meeting of the Council is postponed until May 2021.
- 7) Audit: To receive and approve the following:
  - a. End of year executive summary
  - b. The internal Audit report: conducted by SALC for 2019- 2020.
  - c. Section 1: (Annual Governance Statement) of the audit submission for 2019 – 2020 to PKF LittleJohn LLP Accountants to be signed by the Chair.
  - d. Section 2: (Accounting Statements) of the audit submission for 2019 – 2020 to PKF LittleJohn LLP Accountants to be signed by the Chair.
- 8) Finance: To receive the report of the Finance meeting held on the 22<sup>nd</sup> April, 2020
- 9) Grant Applications: To consider the following grant applications:-
  - a. Halesworth Dementia Carers.
- 10) Draft Minutes: To consider the proposals that all draft minutes are drawn up and submitted to all those Councillors in attendance at the meeting for their information within a week of a meeting taking place.

- 11) Communications Committee: To receive the report of the Communications Committee meeting held on the 5<sup>th</sup> May, 2020
- 12) Environment Committee: To receive the report of the Environment Committee meeting held on the 11<sup>th</sup> March, 2020
- 13) Committees, working groups and reps on outside bodies:-
  - a. To receive any verbal reports of any other meetings attended by councillors
  - b. To consider any amendments to the list of committees, working groups and reps on outside bodies for approval at a later meeting
- 14) Correspondence: Mr Clarke - cycling
- 15) News Items & Voucher update: To consider any items for the website/newsletters and an update on the voucher scheme.
- 16) Accounts for Payment: To consider the list of accounts for payment.