

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC

Town Clerk & RFO

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To all members of Normanton Town
Council

Our ref: DJ/hs

Date: 3rd February 2022

Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend an **ORDINARY MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 8th February 2022** in **All Saints Church, High Street, Normanton, WF6 1NT** at **6.30pm**.

**IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES
AND REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.**

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna', written in a cursive style.

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO.

COVID-19 PROTOCOL

Symptoms

- If you have any symptoms of Covid 19, you must not attend the meeting and should book a PCR test.

Covid Testing

- We recommend taking Lateral Flow tests regularly but do not require you to report the result in.

Upon Arrival

- The doors will be opened ten minutes before the start of the meeting.
- Please sanitise your hands when you arrive.

Face Coverings / Shields

- The use of face coverings is a matter of personal choice although the Church would prefer you to wear a face covering until seated.

Meeting Room

- Councillors should remain in the meeting room and not enter adjacent rooms.

Refreshments and Equipment

- Refreshments will not be available so please bring your own water.
- We have a supply of pens available.
- We will not provide spare copies of the agenda so please remember to bring yours with you.

Toilets

- Accessible toilets are available towards the rear of the church, just behind the sound desk.

AGENDA

146.	<p>Mayors Announcements</p> <p>To receive any announcements that the Mayor may wish to make (for information only).</p> <p>The Mayors Chaplain will lead the Council in prayers.</p>	
147.	<p>Apologies for Absence</p> <p>To receive apologies and approve reasons for absence.</p>	
148.	<p>Declarations of Interest</p> <p>To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.</p>	
149.	<p>Members of the Public</p> <p>To receive questions and comments from members of the public.</p> <p>(Session limited to 3 minutes per person and 15 minutes overall)</p>	
150.	<p>Co-Option of Councillor to the Altofts Ward</p> <p>To consider the appointment of a Co-Opted Councillor for the Altofts Ward.</p> <p>Upon their appointment, the newly co-opted Councillor will be asked to sign the declaration of acceptance of office or if not present, arrangements made for the signing.</p>	
151.	<p>Minutes – Council</p> <p>To receive and sign the minutes of a meeting of Normanton Town Council held on Tuesday 14th December 2021 (Minute Numbers 127-145; Pages 54-63) and approve the contents contained therein.</p>	ENC A
152.	<p>Notes – Consultations Working Group</p> <p>To receive the notes of a meeting of the Consultations Working Group held on Wednesday 22nd December 2021.</p>	ENC B
153.	<p>Minutes – Finance Committee</p> <p>To receive the minutes of a meeting of the Finance Committee held on Wednesday 2nd February 2022 (Minute Numbers 19-30; Pages 7-12) and approve the contents contained therein.</p>	ENC C

154.	<p>Correspondence</p> <p>To receive any correspondence - for information only (unless otherwise stated).</p> <ul style="list-style-type: none"> i) Thank you letter from St Peters Church, Kirkthorpe. ii) Request for a testimonial for Gallagher Insurance. 	
155.	<p>Reports from District Councillors</p> <p>To receive verbal reports from District Councillors on matters impacting on Normanton and Altofts.</p>	
156.	<p>External Organisations</p> <p>To receive updates from members who attend external organisations.</p>	
157.	<p>Outside Bodies</p> <p>To receive updates from Council representatives on Outside Bodies.</p>	
158.	<p>Financial Matters</p> <p>To consider the list of invoices due for payment in February 2022.</p> <p>To receive the list of payments made under the Clerks Authority in December 2021 and January 2022.</p> <p>To receive the Bank Reconciliation for December 2021.</p> <p>To receive the list of decisions made under Clerks Authority during December 2021 and January 2022.</p>	<p>ENC D</p> <p>ENC E</p> <p>ENC F</p> <p>ENC G</p>
159.	<p>Budget & Precept 2022/23</p> <p>To consider the revenue budget for the 2022/23 financial year.</p> <p>To consider the Town Hall Refurbishment budget for the 2022/23 financial year.</p> <p>To consider the precept for the 2022/23 financial year.</p>	<p>ENC H</p> <p>ENC I</p> <p>ENC J</p>
160.	<p>Planning</p> <p>To consider the planning applications in the enclosed schedules.</p>	<p>ENC K</p>