

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: 4th November 2021

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 9th November 2021** in the **Conference Room, Normanton Town Hall, High Street, Normanton, WF6 2DZ** 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 proceed to the 'Check In Desk' upon arrival for registration.
- Please sanitise your hands when you arrive.

Face Coverings / Shields

- The use of face coverings is a matter of personal choice.

Meeting Room

- The room will accommodate a maximum of 30 people.
- Where a meeting has fewer attendees, we will spread people out to maintain better distancing.
- The windows to the end and left of the room will be opened for ventilation but the windows on the front of the building will remain closed due to the impact of the noise from outside.
- 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 at the Check In Desk.
- We will not provide spare copies of the agenda so please remember to bring yours with you.

Toilets

- A unisex disabled toilet is available in the reception area.
- Ladies and Gents toilets are available on the first floor.

AGENDA

95.	<p>Mayors Announcements</p> <p>To receive any announcements that the Mayor may wish to make (for information only). The Mayors Chaplain will lead the Council in prayers.</p>	
96.	<p>Apologies for Absence</p> <p>To receive apologies and approve reasons for absence.</p>	
97.	<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>	
98.	<p>Members of the Public</p> <p>To receive questions and comments from members of the public.</p> <p>*Note: An answer to questions raised may not necessarily be available at the meeting. Issues may need further investigation or discussion. Such responses will be communicated in writing to the resident at a later stage.</p>	
99.	<p>Health Care First GP Surgery</p> <p>An opportunity to hear from Chief Executive Officer Jyoti Mehan and GP Partner Dr Wynn, on the merger of Queen Street Surgery with Health Care First and to answer any feedback.</p>	
100.	<p>Minutes – Council</p> <p>To receive and sign the minutes of a meeting of Normanton Town Council held on Tuesday 12th October 2021 (Minute Numbers 79-94; Pages 36-40) and approve the contents contained therein.</p>	ENC A
101.	<p>Minutes – Special Projects Committee</p> <p>To receive the minutes of the Special Projects Committee held on Wednesday 13th October 2021 (Minute Numbers 5-10; Pages 3-10).</p>	ENC B
102.	<p>Minutes – Staffing Committee</p> <p>To receive the minutes of the Staffing Committee held on Friday 15th October 2021 (Minute Numbers 1-15; Pages 1-4).</p>	ENC C

103.	Minutes – Special Projects Committee To receive the minutes of the Special Projects Committee held on Wednesday 27 th October 2021 (Minute Numbers 11-13; Pages 11-12).	ENC D
104.	Minutes – Finance Committee To receive the minutes of the Finance Committee held on Thursday 28 th October 2021 (Minute Numbers 10-18; Pages 4-6).	ENC E
105.	Minutes – Property Committee To receive the minutes of the Property Committee held on Wednesday 3 rd November 2021 (Minute Numbers 17-20; Pages 7-9).	ENC F
106.	Correspondence To receive any correspondence - for information only (unless otherwise stated). i) Yvette Cooper MP – To receive a response to the Town Council’s request to support the option of virtual meetings to be made permanent for Town and Parish Councils. ii) Clayden’s Meats – Request for support for the High Street businesses who are suffering from low footfall.	ENC G ENC H
107.	Reports from District Councillors To receive verbal reports from District Councillors on matters impacting on Normanton and Altofts.	
108.	External Organisations To receive updates from members who attend external organisations.	
109.	Outside Bodies To receive updates from Council representatives on Outside Bodies.	
110.	Consultations To note the responses to various consultations which were considered by the working group on Wednesday 19 th October 2021 NALC – Local Nature Recovery Strategies	ENC I

	WMDC – Revised Statement of Licensing Policy 2022 Police & Crime Plan	ENC J ENC K
111.	Committee Membership To review the amended Committee membership for the remainder of the municipal year.	ENC L
112.	Consultations Policy To consider and approve the new Consultations Policy.	ENC M
113.	Code of Conduct To consider and approve the new LGA Code of Conduct.	ENC N
114.	Invoices for Payment To consider the list of invoices due for payment in November 2021.	ENC O
115.	Payments made under Clerks Authority To receive the list of payments made under the Clerks Authority in October 2021.	ENC P
116.	Financial Matters To receive the Bank Reconciliation for September 2021.	ENC Q
117.	Planning To consider the planning applications in the enclosed schedules.	ENC R