

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

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

154.	Correspondence To receive any correspondence - for information only (unless otherwise stated). i) Thank you letter from St Peters Church, Kirkthorpe. ii) Request for a testimonial for Gallagher Insurance.	
155.	Reports from District Councillors To receive verbal reports from District Councillors on matters impacting on Normanton and Altofts.	
156.	External Organisations To receive updates from members who attend external organisations.	
157.	Outside Bodies To receive updates from Council representatives on Outside Bodies.	
158.	Financial Matters To consider the list of invoices due for payment in February 2022. To receive the list of payments made under the Clerks Authority in December 2021 and January 2022. To receive the Bank Reconciliation for December 2021. To receive the list of decisions made under Clerks Authority during December 2021 and January 2022.	ENC D ENC E ENC F ENC G
159.	Budget & Precept 2022/23 To consider the revenue budget for the 2022/23 financial year. To consider the Town Hall Refurbishment budget for the 2022/23 financial year. To consider the precept for the 2022/23 financial year.	ENC H ENC I ENC J
160.	Planning To consider the planning applications in the enclosed schedules.	ENC K