

# 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: 7<sup>th</sup> October 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 12<sup>th</sup> October 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

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**

### **79. 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.

### **80. Apologies for Absence**

To receive apologies and approve reasons for absence.

### **81. 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.

### **82. Members of the Public**

To receive questions and comments from members of the public.

\*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.

### **83. Guest Speaker – Councillor Tim Saunders – Chairman of the Wakefield Branch of the YLCA**

Councillor Tim Saunders will be in attendance to give a presentation on the work of the Branch and explain why members of Normanton Town Council should support and attend their meetings.

### **84. Minutes – Council**

**ENC A**

To receive and sign the minutes of a meeting of Normanton Town Council held on Tuesday 14<sup>th</sup> September 2021 (Minute Numbers 59 - 78; Pages 26 - 35) and approve the contents contained therein.

### **85. Minutes – Property Management Committee**

**ENC B**

To receive the minutes of the Property Management Committee held on Thursday 30<sup>th</sup> September 2021 (Minute Numbers 8 - 16; Pages 4 - 6).

### **86. Correspondence**

To receive any correspondence - for information only (unless otherwise stated).

i) WMDC- Installation of Toucan Crossing between Waindyke Way and A655 Pontefract Rd	<b>ENC C</b>
<b>87. External Organisations</b> To receive updates from members who attend external organisations.	
<b>88. Outside Bodies</b> To receive updates from Council representatives on Outside Bodies.	
<b>89. Consultations</b> To consider the Town Council's formal response to the consultations set out:	
NALC – Local Nature Recovery Strategies	<b>ENC D</b>
WMDC – Revised Statement of Licensing Policy 2022	<b>ENC E</b>
<b>90. Policies</b> To undertake the annual review of the following policies: Co-Option Policy Privacy Notice – General Privacy Notice – Councillors, Employees and Post Holders Publication Scheme Records Management Policy	<b>ENC F</b> <b>ENC G</b> <b>ENC H</b> <b>ENC I</b> <b>ENC J</b>
<b>91. Invoices for Payment</b> To consider the list of invoices due for payment in October 2021.	<b>ENC K</b>
<b>92. Payments made under Clerks Authority</b> To receive the list of payments made under the Clerks Authority in September 2021.	<b>ENC L</b>
<b>93. Financial Matters</b> To receive the Bank Reconciliation for August.	<b>ENC M</b>
<b>94. Planning</b> To consider the planning applications in the enclosed schedules.	<b>ENC N</b>