

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: 07 June 2023
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 13th June 2023** at **Normanton Town Hall, High Street, Normanton, WF6 2DZ** at **6.30pm**.

Please ensure that you arrive 15 minutes prior to the meeting to ensure that you are seated for the start of the meeting.

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.

Please note:

- A seating plan has been implemented so please do not move seats.
- Drinking water will be available in the Council Chamber.
- Hot drinks are available in the Councillors meeting room – please help yourselves. Hot drinks may be brought into the Council Chamber.
- Please raise your hand when you wish to speak, and the Mayor will indicate when it is your turn.
- Please address the Mayor when speaking.
- Please put all mobile devices on silent during the meeting.
- Mobile devices should not be used during the meeting, other than to read the agenda.

AGENDA

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043.	Reports from District Councillors To receive verbal reports from District Councillors on matters impacting on Normanton and Altofts.	
044.	External Organisations To receive updates from members who attend external organisations.	
045.	Outside Bodies To receive updates from Council representatives on Outside Bodies. Town and Parish Liaison Group Minutes 21.02.23	ENC D
046.	Vacancies in the Altofts Ward To consider applications and co-opt two councillors to the Altofts Ward.	ENC E
047.	Financial Matters To consider the list of invoices due for payment in June 2023. To receive the list of payments made under the Clerks Authority in April and May 2023. To receive the Bank Reconciliation for April and May 2023.	To Follow ENC F ENC G
048.	Annual Governance and Accountability Return 2022/23 To receive the Internal Audit Report. To consider the Annual Governance Statement. To approve the Accounting Statements. To approve the period for the exercise of public rights.	ENC H
049.	Internal Audit To undertake the Internal Audit Review. To review the Internal Audit Plan and Terms of Reference. To appoint the Internal Auditor for the 2023/24 financial year. Internal Audit Yorkshire £750.00 for 2 visits.	ENC I ENC J

050.	Risk Management To undertake the annual Risk Management Review.	ENC K
051.	Review of Direct Debits and Standing Orders To carry out the annual review of Direct Debits and Standing Orders.	ENC L
052.	Planning To consider the planning applications on the previously circulated validated lists.	