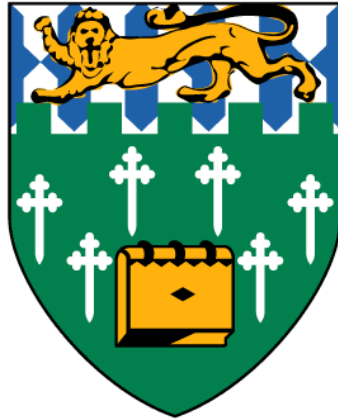


FRAMLINGHAM TOWN COUNCIL

Town Council Office
The Old Court House
Bridge Street
Framlingham
Suffolk
IP13 9AJ



Town Council Chairman:
Cllr Philip Collins

Town Clerk/ Responsible Financial Officer:
Mrs Eileen A Coe CILCA AICCM PSLCC

Telephone: 01728 720183

townclerk@framlingham.com

NOTICE OF MEETING

The ANNUAL meeting of the Town Council will be held on Thursday 16th May 2019
at The United Free Church Hall, Riverside, Framlingham at 7.30pm

ALL WELCOME

Date: 9th May 2019

Signed:

Eileen A Coe (Town Clerk/RFO)

Agenda

- 1. Election of Chairman** and signing of Declaration of Acceptance of Office
- 2. Apologies** – to receive and accept apologies for absence
- 3. Election of Vice-Chairman**
- 4. Election of Finance Chairman**
- 5. Appointment of Committees and Membership:**
(except the Finance and Strategic Planning Committee which will be made up if the Chairmen of Committees when elected, plus any others to be nominated at the next meeting on 6th June – up to a maximum of 9 members)
Lands Committee
Rights of Way, Highways and Lighting Committee
Planning Committee
Public Relations and Markets Committee
- 6. To note the current Town Council nominated persons for other organisations as required by their constitutions:**
The Pryke Trust – (currently Mrs D Howard*) Mrs Gwen Etheridge
The Mills Charity – Mr N Corke*
The Hitcham's Trust – Mr I Moore* Mr J Schofield* and Mr T Gilder*
Parish Tree Warden – Ms S Bennell*
Suffolk Libraries IPS – Mrs E A Coe (Town Clerk/RFO)
(*denotes non-council members)
- 7. To note Deeds and Documents in the custody of the Town Council**
- 8. General Power of Competence:**
To confirm that the Town Council meets the criteria as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and is eligible to undertake activities using the General Power of Competence.
- 9. Minutes of Previous meeting** – to be confirmed and signed as an accurate record
- 10. To consider any Dispensation requests received** (Please note: requests must be sent to the Town Clerk in writing prior to the meeting)

11. To receive declarations of interest (please note declarations must be made verbally at the appropriate time as well as entered in the Interest Book.)

12. Adjournment – the Chairman will then suspend the meeting for the following:

12.1 Police Matters

12.2 Report by County Councillor

12.3 Report by District Councillors

12.4 Public Comment – to receive and note comments from members of the public present, through the Chairman only

13. Reconvene – the Chairman will then reconvene the meeting.

14. Correspondence - to note correspondence received since the last meeting and to discuss ** items only:

15. Training/ Conferences/Events:

To consider attendance and cost/mileage:

- St John Ambulance Emergency First Aid at Work (Previously Appointed Persons) Course Cllr S Garrett (designated First Aider for rights of way walks) and James Overbury DTC on Wednesday 26th June at a total cost of £270 net

Committee Recommendations and Business:

16. Planning Committee:

- **To note the following planning decisions and any others received prior to the meeting:**

DC/19/0840/FUL - 56 College Road – Planning Permission

DC/19/0914/FUL – 21 Danforth Drive - Withdrawn

- **To consider the following planning applications and any others received prior to the meeting:**

DC/19/1631/FUL – 21 Danforth Drive – Two storey and single storey extension – re-submission of previous application DC/19/0914/FUL Extension to provide additional sitting room, enlarge kitchen and add an en-suite and dressing room

DC/19/1602/FUL – 1 Millers Way – removal of conservatory of dimensions 3.3m x 3m, constructed under planning application C11/0684 by previous house owner, and replacement with conservatory of dimensions 3.91m x 3.82m in the same locations to the rear of the house

- To consider any Referral of Planning Applications received prior to the meeting:

- Planning matters of report/items of information only:

17. Public Relations and Markets Committee:

- No business

18. Rights of Way, Highways & Lighting Committee:

- Parking update:

19. Lands Committee:

- To approve the committee's recommendation for the cost of £1,152.00 (Budget 1510) from Wernik Hire for the hire of a 2+1 temporary antivandal toilet for six weeks over the Summer Holidays

20. Finance and Strategic Planning:

- To confirm BACS payments approved at the April meeting have been paid as agreed and the bank print out verified and signed by two Councillors.
- To note details of balances of all bank accounts
- To note and approve the annual renewal of Town Council insurance on 1st June (Year 2 of 3 year contract)
- To approve the payment of current invoices
- To note approved signatories for the HSBC current account

- Report of end of year finance matters – Cllr J Jones (Finance Chairman) and Town Clerk/Responsible Financial Officer
- To consider and note the Internal Audit Report
- To consider and approve responses on the Annual Governance Statement
- To approve the Statement of Accounts for the year ending 31st March 2019 (to be signed by the Chairman and Town Clerk/RFO)
- To approve the Balance Sheet for the year ending 31st March 2019 (to be signed by the Chairman and Town Clerk/RFO)

- St Michael's Rooms update
- To approve the committee's recommendation in principle, to support the PCC in their intention to lead the project to redevelop St Michael's Rooms and receive the CIL funding allocated by SCDC. This proposal is subject to the PCC completing an MOU and Business Plan to the satisfaction of the Town Council,

21. Matters of report or items for next agenda only:

22: Date of next Council meeting:

The next Town Council meeting will be held on **Thursday 6th June 2019 at 7.30pm** in **The St John Westbury Centre, Fairfield Road** Framlingham.