

THORPE ST ANDREW TOWN COUNCIL

Tel/Fax 01603 701048

Email office@thorpestandrew-tc.gov.uk

**SUMMONS TO ATTEND THE ANNUAL MEETING OF THE
THORPE ST ANDREW TOWN COUNCIL
MEMBERS OF THE PUBLIC ARE WELCOME**

14 May 2025

Notice is given that the Annual Town Council Meeting of Thorpe St Andrew will be held on Monday 19 May 2025, at 7.00pm at Roxley Hall, Yarmouth Road, Thorpe St Andrew NR7 0QF

Yours sincerely

Sarah Bristow (Mrs)
Locum CEO/Town Clerk/RFO

If any member of the Public present wishes to address an item on the Agenda please advise at agenda Item 13 public questions or by speaking with the Clerk prior to the start of the meeting. The item may be considered earlier.

- 1. To Elect a Mayor for 2025-26**
- 2. To Elect a Deputy Mayor for 2025-26**
- 3. To sign the Declarations of Office**
- 4. To Consider apologies for absence**
- 5. To welcome new Councillor**
- 6. To review Long-Term Absence**
- 7. To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.**
Please indicate if there are any interests, which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.

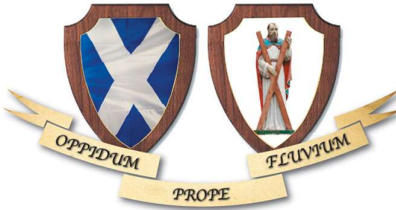
Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL

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Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

8. To confirm requirements and adopt the General Power of Competence.
9. Committee/Working Group Terms of Reference and Memberships.
10. Appointment to Member Champion positions and Allotment Panel.
11. Dementia Support Group
 - a. Review of Governance Agreement
 - b. Administration
12. To Appointment an Internal Audit Councillor/s.
13. Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.)
14. To Receive Councillor Reports
 - 14.1 County Councillor – Cllr Fisher, Mackie, and Ward
 - 14.2 District Councillors – Cllr Bailey, Berry, Bowe, Emsell, Eden & Mancini Boyle
15. Announcements (for information only)
 - 15.1 The Town Mayor
 - 15.2 The Locum Town Clerk
16. Minutes of The Town Council Meeting held on 7 April 2025
 - 16.1 To consider and approve the minutes.
 - 16.2 Matters arising from the minutes.
17. Minutes of The Planning Committee Meeting held on 14 April 2025
 - 17.1 To note the decisions of the meeting
18. Minutes of The Planning Committee Meeting held on 12 May 2025
 - 18.1 To note the decisions of the meeting
19. Finance: End of Year 24-25 (see reports attached)
To review and consider any action necessary.
 - 19.1 Accounting Statement
 - 19.2 Balance Sheet
 - 19.3 Variance Notes
 - 19.4 End of Year Earmarked Reserves
 - 19.5 Internal Audit Report
 - 19.6 Asset Register
 - 19.7 Insurance
 - 19.7.1 Building/Asset Valuation
 - 19.7.2 Playground
20. To review New Standing Orders
21. To review New Financial Regulations



THORPE ST ANDREW TOWN COUNCIL

- 22. To Adopt the Code of Conduct**
 - 23 To review Scheme of Delegation**
 - 24 Monthly Finance**
 - 24.1 Monthly Accounts for Payment.**
 - 24.2 Money Received.**
 - 24.3 Bank Rec April 2025**
 - 24.4 Hirers Agreement/Hirers Rent/Leases.**
 - 24.5 Football Accounts**
 - 25 New Website and Domain Name Host**
 - 26 New Telephone/Broadband System**
 - 27 New CCTV Analogue to Digital**
 - 28 VE Day De-Brief**
 - 29 Football Goals – Update**
 - 30 Morse Working Group – Update**
 - 31 Paddleboards – update**
 - 32 Governance:**
 - 32.1 Any Training Requirement**
 - 32.2 Annual SLCC Conference**
 - 33 Correspondence: (see associated papers) To review and consider any action necessary**
 - 33.1 Whitlingham Junction Sign**
 - 33.2 Bowls Club – New Handrails**
 - 33.3 Bowls Club – Thank You**
 - 33.4 Bowls Club - Advertisement**
 - 33.5 LGR Team Meeting – County Council**
- Any correspondence that needs action which arrives after the published agenda will be added if cannot wait until the next meeting.***
- 34 Items For Next Agenda**
 - 34.1 To consider items that need to go on the next agenda.**

- 35 Date, and Place of next meeting.**
Town Council Meeting Monday 9 June 2024 at 7.30 at Roxley Hall
- 36 EXCLUSION OF THE PRESS AND PUBLIC**
To consider passing the following resolution: “That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 37 Staffing Issues**