



HOLT TOWN COUNCIL

Town Council Office, Holt Community Centre, Kerridge Way, HOLT
Norfolk, NR25 6DN

Tel/Fax 01263 712149

E mail: holttown@tiscali.co.uk www.holttowncouncil.org

(Office hours: 9.00 – 12.00 Monday / Wednesday/ Friday)

NOTICE OF MEETING

Dear Councillor

Notice is hereby given that the Town Council Meeting will be held at the Holt Community Centre on Monday 12th September 2011 at 7.00pm.

Your attendance is required.

**Di Dann
Town Clerk
31st August 2011**

Planning Applications will be available for inspection from 6.30pm

AGENDA

1 APOLOGIES FOR ABSENCE

2 TO RECEIVE DECLARATIONS OF INTEREST

Members are invited to declare personal or prejudicial interests in items on the agenda. It is a requirement that declarations from a member include the nature of the interest and whether it is personal or prejudicial.

3 TO RECEIVE A REPORT FROM THE SAFERNEIGHBOURHOOD TEAM MEMBER

4 CHAIRMAN'S ANNOUNCEMENTS

5 MINUTES OF THE TOWN COUNCIL MEETING HELD ON 8th AUGUST 2011 (enclosed)

MATTERS ARISING if any (for information and not included on the main council agenda)

6 REPORTS - Norfolk County Council and North Norfolk District Council Members
Holt Chamber of Trade
Holt Youth Project
Patients Participation Group

Holt Community Centre
Town Clerk's Report
Report from the Exception Site meeting at NNDC (refer attached)

***PUBLIC QUESTION TIME – Limited to 15 minutes
(Three minutes per person)***

7 DISCUSS THE QUEEN'S DIAMOND JUBILEE EVENT June 2012 (refer attached)

8 CORRESPONDENCE

- 8.1 Letter from East of England Ambulance Service in reply to our letter about the ambulance response times and the possibility of situating the service at the Police Station.
- 8.2 Copy letter from National Express to Norman Lamb MP concerning potential reduction in Coach services.
- 8.3 E mail from Cllr M Baker concerning a cigarette butt receptacle in town
- 8.4 Letter from owner of Hill Cottage concerning parking adjacent the cottage.
- 8.5 Letter from resident asking if the signage can be improved in Church Street.
- 8.6 E mail from a resident of White Lion Street concerning lorries going through the town.

To receive any other correspondence received since 31st August 2011

9 ITEMS FOR INFORMATION - Refer Appendix 1

To report other items received since 31st August 2011

10 FINANCIAL MATTERS

- 10.1 Approve accounts payment – August (enclosed)
- 10.2 Agree sale of Fixed Asset – Benassi purchased March 2007 £1258
- 10.2 Review of Policies (to be advised)
 - Standing Orders and Financial Regulations
 - Internal Audit Procedure
 - Complaint Policy
 - Risk Management Policy

11 PLANNING MATTERS

- 11.1 To consider Planning Applications (enclosed s 106 agreement)

12 MEETING DATES - Next Town Council Meeting Monday 10th October
Spouts Committee Meeting Wednesday 14th September

Set date for September Litter Pick

13 EXCLUSION ITEM Item 14 Page 291

Enclosures: (11)

Item 5 Minutes

Item 6 Exception Site Meeting Report

Item 7 Queens Jubilee event

Item 8 Correspondence (5)

Item 9 Items for information

Item 10 Financial Statement

Item 11 S106