

Brandon Town Council
Annual General Meeting
Monday 13th May 2024

Note: In the case of non-members, this Agenda is for information only

BRANDON TOWN COUNCIL
Old School House, Market Hill, Brandon, Suffolk, IP27 0AA
Telephone 01842 811844

8th May 2024

TO ALL MEMBERS OF THE FULL COUNCIL

You are hereby summoned to attend the **ANNUAL GENERAL MEETING** to be held in the Council Chamber, Old School House, Market Hill, Brandon on Monday 13th May 2024 at 7pm.



Donna Allen
Acting Town Clerk

Members requiring further information, or with specific questions are asked to raise these with the Clerk at least 2 working days before the meeting. If the information requested is available, this will be provided and reported to the Council

AGENDA

- 1 ELECTION OF CHAIRMAN AND ACCEPTANCE OF OFFICE**
- 2 ELECTION OF VICE CHAIRMAN AND ACCEPTANCE OF OFFICE**
- 3 APOLOGIES** for absence and approval of reasons tendered.
- 4 DECLARATION OF INTEREST** and additions to Members Register of Interest.
- 5 TO RECEIVE A REPORT FROM RAF LAKENHEATH**
- 6 TO RECEIVE, CONFIRM AND SIGN MINUTES**
- Of the Brandon Town Council Meeting of Monday 8th April 2024.
- 7 MATTERS ARISING** for information exchange only of the Full Council meeting of 8th April 2024.
- 8 URGENT BUSINESS** and any items the Chairman considers a matter of urgent business – to be submitted no less than 48hrs prior to the meeting or by discussion with the Chairman.
- 9 TO RECEIVE WRITTEN REPORT** from the Town Clerk.
- 10 PUBLIC FORUM** monthly event limited to 3 minutes duration maximum per resident, this will include reports from County, District and Town Councillors also Community Group Representatives.

11 CORRESPONDENCE

12 ACCOUNTS to approve the payments for April 2024 (see attached.)

13 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR MARCH 2024

14 TO NOTE MINUTES OF PLANNING COMMITTEE MEETING of 2nd May 2024.

15 REVIEW OF DELEGATION ARRANGMENTS TO COMMITTEES, SUB-COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES

16 TO REVIEW THE TERMS OF REFERENCE FOR COMMITTEES

17 APPOINTMENT OF COUNCILLORS TO COMMUNITY GROUPS 2024/25

- Brandon Remembrance Playing Fields
- SALC

18 APPOINT MEMBERS FOR BRANDON TOWN COUNCIL COMMITTEES AND WORKING PARTIES 2024/25

- East Ward Lighting Working Party
- Central Ward Lighting Working Party
- West Ward Lighting Working Party
- Planning Panel
- Cemetery Committee - **The Full Council**
- Emergency Panel
- New Cemetery Working Party
- Christmas Lighting and Events Working Party
- Revenue Review Committee
- Human Resources Committee

19 APPOINTMENT OF ANY NEW COMMITTEES

20 REVIEW AND ADOPTION OF SUFFOLK CODE OF CONDUCT

21 REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS - as amended 01/03/2018 AND FINANCIAL REGULATIONS - updated July 2019

22 REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

23 REVIEW OF INVENTORY OF LAND AND ASSETS

24 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER in respect of all insured risks.

25 REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

26 TO DETERMINE the time and place of Ordinary Meetings of the Full Council up to and including the next Annual Meeting of the Full Council.

27 TO CONFIRM THE LEAD PERSON FOR SAFEGUARDING in the Town Council.

28 RESOLUTION from Cllr G Brocklehurst No. 474

Brandon Town Council resolves to make a formal objection to the proposed "Cranswick" development as discussed and recommended by planning on 2nd May 2024.

29 RESOLUTION from Cllr G Brocklehurst No. 475

Brandon Town Council resolves to make a formal objection to the expansion of the aggregate facility and batching plant at Brandon Road, Eriswell as discussed and recommended by planning on 2nd May 2024.

30 RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS

That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the Meeting temporarily due to the confidential nature of the business to be discussed concerning QUOTES: LAND: STAFF: CONTRACT.

31 TO RECEIVE, CONFIRM AND SIGN CONFIDENTIAL MINUTES

- Of the Brandon Town Council Full Council Meeting of Monday 8th April 2024.

32 MATTERS ARISING

33 RESOLUTION from Cllr P Wittam No. 476

Brandon Town Council resolves to discuss and agree the terms and conditions of employment, and potential salary, for a new Town Clerk.