

Town Clerk | Swaffham Town Council

From: NorfolkALC IT <it@norfolcalc.gov.uk>
Sent: 01 October 2019 08:30
Cc: NorfolkALC County Officer; Admin; Gabbie Joyce
Subject: Annual General Meeting - 20 November 2019
Attachments: Norfolk ALC AGM 2019 - Agenda.pdf

Dear Clerk/Councillor

Our AGM is being held on the 20 November at County Hall, Martineau Lane, Norwich, NR1 2UF. A draft agenda is attached. On behalf of the Executive, we do hope we can welcome you to this annual event.

In advance of this meeting, Councils are invited to submit motions on matters affecting Local Councils, ideally during this month. These must be presented by the proposer at the meeting and also be seconded by another member council.

Two members of each member council attending the AGM will be allotted voting rights for the meeting.

To help with our planning, please advise of attendance [here](#)

Kind regards
Russell Reeve
County Officer

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**71st ANNUAL GENERAL MEETING
WEDNESDAY 20 NOVEMBER 2019 – 6pm-8pm
SEWELL ROOM, NORFOLK COUNTY COUNCIL, COUNTY HALL,
MARTINEAU LANE, NORWICH, NR1 2UF**

AGENDA

Refreshments from 5.45pm

- 6pm Welcome and introduction from our President, Professor Tim O’Riordan**
- 6.10pm Tina Cunnell, Town Clerk and Brenda Canham, Mayor of Thetford Town Council – Thetford’s journey to becoming a ‘Quality Gold’ Council**
- 6.30pm Phil Harris, Vice Chairman, Norfolk ALC – a new structure for Norfolk ALC**
- 6.50pm Tim O’Riordan/ John Pennell, Executive member of Norfolk ALC– our work in supporting local councils in an approach to well-being and environmental matters**
- 7.10pm Break and Refreshments**
- 7.20pm 2019 Annual General Meeting of the Association**
1. To receive apologies for absence
 2. To receive and approve the minutes of the previous meeting held on 22 November 2018
 3. Any matters arising
 4. To receive the Annual Report for the year 2018/19
 5. To receive and approve the audited accounts for 2018/19
 - 5.1 To receive any questions relating to the accounts
 6. Election of officers, as recommended by the Executive Committee:
 - 6.1 President - recommendation is Professor Tim O’Riordan
 - 6.2 Vice President – proposal is to hold vacant
 - 6.3 Appointment of Auditors for the year 2019/20. Recommendation is to re-appoint Eastern Internal Audit Services (EIAS), whose registered office is South Norfolk District Council, South Norfolk House, Swan Lane, Long Stratton, Norfolk NR15 2XE, at a fee agreed by the Executive Committee
 7. Motions from Member Councils:
- 7.45pm Closing remarks**

NOTE 1

Voting Representatives

Although each member council can send as many representatives as it wishes, only two such members of each member council are allotted voting rights. Those councillors nominated to vote will be issued with voting cards at registration.

NOTE 2

Motions (Subject to Time Limit)

Councils are invited to submit motions to the AGM on matters affecting our tier of Local Government. Motions sought to be approved can then be referred to the Association Executive Committee for further consideration and action.

Any motion brought before the AGM must be presented by the Proposer at the meeting and be seconded by another member council. Both Proposer and Seconder of any motion submitted must be present at the AGM.