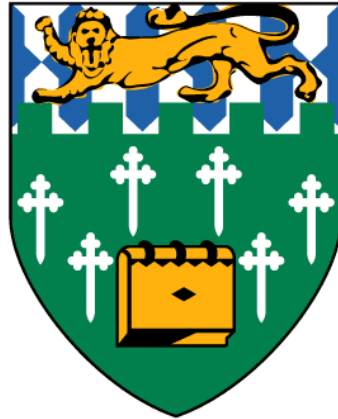


FRAMLINGHAM TOWN COUNCIL

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



Town Council Chairman:
Cllr James Tanner

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

Telephone: 01728 720183
After hours: 07725314235

townclerk@framlingham.com

NOTICE OF MEETING

The ANNUAL meeting of the Town Council will be held on Thursday 4th May 2017
at The St John Ambulance Westbury Centre, Fairfield Road, Framlingham at 7.30pm
ALL WELCOME

Date: 27th April 2017

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 Committee which will be made up of the Chairmen of committees when elected, plus any others to be nominated at the next meeting on 1st June)
 - Lands Committee
 - Rights of Way, Highways & Lighting Committee
 - Planning Committee
 - Public Relations & Markets Committee
 - Infrastructure Plan Committee
 - Community Centre Committee
- 6. To appoint Town Council representatives for other organisations:**
Framlingham Area Youth Action Partnership
Framlingham Fairtrade Group
Framlingham Business Association
Suffolk Association of Local Councils
The Community Garden Group/Greener Fram
Friends of Framlingham Library Group
- 7. To note current Town Council nominated persons for other organisations:**
The Pryke Trust – Mrs D Howard*
The Mills Charity – Mr N Corke*
The Hitcham's Trust - Mr I Moore*, Mr T Gilder*
The Citizens Advice Bureau –Mrs Eileen A Coe (Town Clerk/RFO)
Parish Tree Warden – Cllr S Bennell.
Parish Transport – currently Mrs J Masters* and Mrs H Armstrong*
(* denotes non Council members).
- 8. To note Deeds and documents in the custody of the Town Council.**
- 9. Apologies** – to receive and accept apologies for absence

- 10. Minutes of Previous meeting** – to be confirmed and signed as an accurate record
- 11. To consider any Dispensation requests received (Please note: requests must be sent to the Town Clerk in writing prior to the meeting)**
- 12. To receive declarations of interest** (please note declarations must be made verbally at the appropriate time as well as entered in the Interest Book.)
- 13. Adjournment** – the Chairman will then suspend the meeting for the following:
- 14.1 Police Matters**
- 14.2 Report by County Councillor**
- 14.3 Report by District Councillors**
- 14.4 Report from Framlingham Business Association rep**
- 14.5 Report from Suffolk Association of Local Councils rep**
- 14.6 Report from Friends of Framlingham Library Group rep**
- 14.7 Report from Greener Fram/Community Garden rep**
- 14.8 Public Comment** – to receive and note comments from members of the public present, through the Chairman only
- 15. Reconvene** – the Chairman will then reconvene the meeting.
- 16. Correspondence** - to note correspondence received since the last meeting and to discuss ** items only:
- 17. Training/ Conferences/Events:**

Committee Recommendations and Business:

18. Finance:

- To approve the payment of current invoices
- 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 approve mandated signatories for the HSBC current account.
- To approve the committee's recommendation to accept the annual review of Town Council insurance and to note the renewal on 1st June (Year 3 of 3 year contract)
- To report on Town Council Office move expenditure to date

19. Planning Committee:

- **To note the following and any other planning decisions received prior to the meeting:**
DC/17/0255/FUL & DC/17/0256/LBC Mr & Mrs A Hutchinson – Strawberry Fields, Apsey Green – Planning Permission/Listed Building Consent

- **To consider the following planning application and any others received prior to the meeting:**
DC/17/1449/ARM Mr Davies (Landex Ltd)- Land South East of Rawlings Cottage, Saxtead Road – Approval of reserved matters of DC/13/3234/OUT for the erection of 10 dwellings and construction of vehicular access, with all matters except access reserved.
(Deadline 27th April – extension requested)

20. Public Relations and Markets Committee:

- To approve the committee's recommendation to accept the quotation of £413 from Leiston Press for the printing of 200 Framlingham 2018 Calendars

21. Lands Committee:

- To discuss the Pageant Field facility (replacement Pavilion) and to agree how to proceed.

22. Rights of Way, Highways & Lighting Committee:

- No business

23. Infrastructure Plan Committee:

- To approve an amendment to the IPC Terms of Reference
- Presentation of Community Centre proposed plan and to seek Full Council approval to proceed with the Project Design and Planning, Business Plan, Funding Plan and Legal Status.

- To approve the committee's recommendation that £5,000 be allocated from budget code 2280 (CIL income) for the second stage of the Community Hall project, as agreed in the initial stage.

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

25. Date of next Council meeting:

The next Town Council meeting will be held on **Thursday 1st June 2017 at 7.30pm** in The St John Ambulance Westbury Centre Fairfield Road Framlingham.