



Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG

Telephone: 01953 881007

Website: www.wattontowncouncil.gov.uk

Town Clerk: Mrs Jane Scarrott clerk@wattontowncouncil.gov.uk

To All Members of the Council

You are hereby summoned to attend the **Annual Meeting of the Full Council** to be held at Wayland Hall Council Chamber, Middle Street, Watton, Norfolk IP25 6AG on Tuesday 9th May 2017 at 7.00 pm for the purpose of transacting the following business.

..... May 3rd 2017

J. Scarrott
Town Clerk

AGENDA

1. To elect the Chairman/Town Mayor for the year 2017/2018 – nominations to be made at the meeting
2. Chairman to sign the Declaration of Office as Chairman and Town Mayor
3. To present the out-going Chairman with their Past Chairman's Badge
4. To accept Apologies for Absence
5. To declare personal and prejudicial interests in any item to be discussed on the agenda
6. To elect the Vice Chairman for the year 2017/2018
7. To Confirm as a correct record the Minutes of the Meeting held on Tuesday 25th April 2017 as previously circulated
8. Mayor's Update/Introduction
9. Clerks Update
10. **Public Participation**
11. To accept Risk Management Plan as presented
12. To confirm holders of authorisation cards for Council bank accounts
13. To consider report relating to the Watton Community Car Scheme
14. To consider training for staff on application of Scribe financial software
15. To accept the proposed lease for part of Wayland Hall to be used by Museum4Watton
16. To accept notes from Events Working Group Meeting of 11.04.17
17. To receive update regarding Neighbourhood Plan and agree next steps
18. Planning applications for consultation:
 - 18.1 3PL/2017/0518 Erection of single storey detached dwelling with garage. Amended design of 3PL/2015/0458/F at land rear of 12 Saham Road, Watton
 - 18.2 3PL/2017/0516 and 0515 Alterations and part demolition of elements of a listed building together with internal changes to layout.
19. Resolution to exclude the public and press to consider staff recruitment.
 - 19.1 To consider recommendations from HR Committee relating to recruitment and adoption of Lone Working Policy