

**BURTON LATIMER
TOWN COUNCIL**
www.burtonlatimer.org

Clerk: Mr George Sneddon
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Members of the Public & Press
Burton Latimer

Our Ref: Agenda March 2017

Date: 28 February 2017

Dear Member of the Public,

You are invited to a meeting of the Burton Latimer Town Council to be held on the **07 March 2017** purpose of transacting the business listed hereunder. Please contact the Clerk should you require a copy of any reports referred to in the agenda.

A Public Forum will take place from 7.00 pm to 7.15 pm. to give members of the public and the press the opportunity to address the Town Council on any matters they wish to raise.

Yours sincerely

George Sneddon MA, DMS, CiLCA

Clerk to the Council.

AGENDA FOR THE MEETING

1. Apologies
2. Declarations of Interest
3. **Resolution:** Approval of BLTC Minutes of 07 February 2017 & Action Points
4. Police Matters
5. Town Mayor's Report
6. Borough Council Matters of Interest
7. County Council Matters of Interest
8. Reports from Representatives on Outside Bodies
9. **Policies & Priorities**
 - 9.1 **Resolution:** Approval of the Planning Minutes of 23 February 2017
 - 9.2 **Resolution:** Approval of Civic Centre Management Board Report
 - 9.3 **Resolution:** Approval of Pocket Park Management Board Report

- 9.4 **Resolution:** Approval of FMG Report ‘Risk Assessment & Review of Internal Audit Process.’
- 9.5 **Resolution:** Approval of FMG ‘Risk Assessment & Management Report’
- 9.6 **Resolution:** Approval of FMG ‘Town Council’s Internal Controls’ Report
- 9.7 **Resolution:** Approval of Clerk’s Job Description & Person Specification
- 9.8 **Resolution:** Approval of Review of Asset Register
- 9.9 **Resolution:** Approval of Review of Standing Orders
- 9.10 **Resolution:** Approval of Review of Financial Regulations
- 9.11 **Resolution:** Approval of Clerk’s Annual Appraisal
- 9.12 **Resolution:** Approval of BL Website Redevelopment Report
- 9.13 Pocket Park – Servicing Plant & Equipment Costs
- 9.14 Town Councillors’ Reports Submitted to BLTC
- 9.15 Assets of Community Value Update⁹
- 9.16 Sports & Leisure Group Meeting Report
- 9.17 Street Names Update
10. **Correspondence**
- 10.1 Automated External Defibrillator
- 10.2 KBC – Introduction of Social Inclusion Team Leader
- 10.3 NCC – Creation of Public Footpath – Hog’s Hole
11. Highways Report
12. Urgent Matters (to be agreed by the Chair)
13. **Resolution:** Approval of Accounts for Payment
- | | £ |
|---|--------|
| Cheque No. 102447 G.Sneddon (Clerk’s salary March 2017) | 992.01 |
| Cheque No. 102448 HMRC (Tax & NI March 2017) | 310.99 |
| Cheque No. 102449 G Sneddon (Reimb. phone 7 postage Jan-March 2017) | 67.65 |
| Cheque No. 102450 Cllr Currall (Reimb. CC keys) | 15.00 |
| Cheque No. 102451 Cllr Macdonald (CC Reinb. new fridge, keys, paint | 149.98 |
| Cheque No. 102452 LM Carter Joinery (CC soundproofing Com. Room) | 800.00 |
| Cheque No. 102453 SE Gunn (Cleaning CC February 2017) | 129.00 |
| Cheque No. 102454 Valk Electrical Ltd (CC Replace florescent fitting) | 90.00 |
| Cheque No. 102455 NCC (Install notice board) | 180.00 |
| Cheque No. 102456 CPRE (Annual Membership) | 36.00 |
| Cheque No. 102457 Mower Repair Shop (Pocket Park Plant Maintenance) | 527.05 |
| (DDs T&GP Gas Bill - £1637.91, Electricity Bill 56.52) | |
14. Media Release – Press/Website/Facebook/Twitter
15. **Private and Confidential Items (Public & Press will be excluded)**
- None.

Members of the public can address the Council on any items on the Agenda for not more than 3 minutes when the item is discussed, provided that at least 3 working days notice is given to the Clerk.

DATES OF BLTC MEETINGS:

Full Council: Tuesdays 7.00 pm: 04/04/17; 02/05/17

Planning Committee: Thursdays 7.00 pm: 23/03/17; 27/04/17; 25/05/17

Reporting on Meetings of the Council:

Members of the press and public are entitled to report on meetings of Burton Latimer Town Council and Planning Committee, except in circumstances where they have been excluded in accordance with national rules. If you wish to report on this meeting, please telephone 07732331946 or email georgesneddon@talktalk.net at least two days before the meeting to enable the Council to provide reasonable facilities for you to do so. Failure to advise the Council of your intention may mean the necessary facilities will not be available. If you are planning to attend, and do not wish to be recorded or photographed, please inform the Chair at the start of the meeting.