

HINGHAM TOWN COUNCIL

YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 21 JULY 2020. THE MEETING WILL COMMENCE AT 7.30pm.

Members of the public and press are welcome to attend, the doors will open from 7.15 pm.

ALL COVID-19 HEALTH AND SAFETY MEASURES PUT IN PLACE MUST BE STRICTLY ADHERED TO BY ANYONE ATTENDING THE MEETING

DO NOT ATTEND THE MEETING:

- IF YOU (OR ANYONE IN YOUR HOUSEHOLD) HAVE SYMPTOMS OF CORONAVIRUS OR HAVE HAD WITHIN THE LAST 7 DAYS,**
- IF YOU (OR ANYONE IN YOUR HOUSEHOLD) HAVE TESTED POSITIVE FOR CORONAVIRUS AND ARE IN THE PERIOD OF SELF ISOLATION,**
- IF YOU (OR ANYONE IN YOUR HOUSEHOLD) HAVE COME INTO RECENT CONTACT WITH ANYONE WITH SYMPTOMS OF CORONAVIRUS**
- PLEASE ADHERE TO ANY ADVICE YOU HAVE BEEN GIVEN BY A HEALTH AUTHORITY/GOVERNMENT BODY REGARDING SELF ISOLATING AND/OR SHIELDING**

At agenda item 2 (Public Participation) the public will be invited to give their views and questions to the Town Council on items on the agenda or raise issues including those for the consideration of inclusion at future meetings.

(Matters that are confidential or commercially sensitive may not be addressed in public, this includes personnel matters)

If an item is not on the agenda no decision can be made at this meeting.

Public Participation will be generally limited to 15 minute duration

Planning Applications and conditions attached to planning decisions should be viewed on the South Norfolk Council website <http://www.south-norfolk.gov.uk/planning/index.asp>

THERE WILL BE NO PAPER COPIES OF PLANNING APPLICATIONS AVAILABLE AT THE MEETING

THERE WILL BE NO PAPER COPIES OF CORRESPONDENCE AT THE MEETING

THERE WILL BE NO PAPER COPIES OF THE PREVIOUS MEETING'S MINUTES AVAILABLE AT THE MEETING

THESE DOCUMENTS ARE AVAILABLE TO VIEW ON THE HINGHAM TOWN COUNCIL WEBSITE PRIOR TO THE MEETING

<https://hinghamtowncouncil.norfolkparishes.gov.uk>

A G E N D A

- 1. Apologies for absence**
- 2. Public participation session - (15 minutes) (Members of the public may make a statement or ask a question of not more than three minutes duration).**
- 3. Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
- 4. To agree a Chairman to preside over any agenda items of this meeting, if both the Chairman and Vice Chair are unable to preside due to (agenda item 1) Apologies for absence and /or (agenda item 3) Declarations of interests**
- 5. To agree the accuracy of the Minutes of the Town Council meeting of 07 July 2020**
- 6. Matters arising from the Minutes of 07 July 2020 (and other updates contained in a written Clerks report circulated prior to the meeting)**

7. General Correspondence (information/circulars etc) (if any received up to the time of the meeting)
 - 7.1 Norfolk's Local Outbreak Control Plan
 - 7.2 Post Office service in Hingham (Confirmation from The Post Office that they are trying to reinstate a Post Office service in Hingham)
8. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc.) (if any received up to the time of the meeting)
9. To discuss and agree any required responses/actions in relation to any item(s) of correspondence
10. Planning Decisions (*none at the time of publishing the agenda*)
11. Planning Applications (as notified by SNC for consultation) (if any additional applications as notified up to the time of the meeting)
 - 11.1 2020/1214 Location: 23 Greenacre Road Hingham NR9 4HG
Proposal: Single storey side extension. Application Type: Householder
12. (*other planning applications where the Town Council is not a consultee – for information only*)

(ITEMS 13 – 15 FINANCE)

13. To discuss and agree the financial reserves policy/figure following year end 31 March 2020
14. The review and amend as appropriate the Financial Regulations (with reference to the MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND as published by NALC)
15. To approve Accounts for Payment (as below and any additional invoices received)

ACCOUNTS FOR PAYMENT 21 JULY 2020					
	AMOUNT	PAYEE	DETAILS		
	£840.37	STAFF	WAGES(835.39)		
			BINBAGS (4.98)	VAT	£0.83
	£983.00	STAFF	WAGES (918.04)		
			CLEANING PRODUCTS (15.00)	VAT	£2.50
			HAZARD TAPE (8.99)		
			APRONS(13.99)		
			GLOVES (14.99)		
			BLEACH (11.99)		
	£61.69	NEST	PENSION		
	£168.17	EUROFFICE	CLEANING PRODUCTS/PPE	VAT	£18.55
	£240.00	COZENS	STREET LIGHT MAINTENANCE	VAT	£40.00
	£40.00	INFORMATION COMMISSIONERS OFFICE	DATA PROTECTION FEE		
	£2,423.33	ZURICH MUNICIPAL	ANNUAL INSURANCE		
TOTAL	£4,756.56		TOTAL	VAT	£61.88

16. To review Standing Orders
17. To review the Information Audit
18. To review the Privacy Statement
19. To discuss and agree the General Data Protection Regulations Policy
20. To discuss/agree the new risk assessment document

- 21. To review and the Risk Management Policy**
- 22. To further discuss the suggestion to allow businesses to use the Market Place and Fairland greens for the provision of customer seating**
- 23. 'Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matters:'**
The following agenda items contain reference information that is commercially sensitive, these agenda items are therefore confidential
- 24. To discuss/agree any quotations received with regards to the provision of a leased Council printer (including agreement of length of lease)**
- 25. To discuss the quotation for numbering the street lighting columns**

Alison Doe
Town Clerk
16 July 2020

Any planning applications and correspondence received after the publication of this notice may also be discussed.

COVID-19 HEALTH AND SAFETY INFORMATION AND INSTRUCTIONS FOR ATTENDING THE TOWN
COUNCIL MEETING

The Lincoln Hall is operating at a reduced capacity of 50 people, to maintain social distancing there is only sufficient space for seating of 30 people for the meeting– therefore admittance to the meeting (to be seated) is on a first come first served basis

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All attendees are requested to wear a face covering , please refer to the Government guidance for wearing face coverings and staying safe outside your home <https://www.gov.uk/government/publications/staying-safe-outside-your-home>

All attendees are requested to bring hand sanitiser, tissues, and bag to safely dispose of used tissues which must be taken home

Prior to the meeting, the Clerk will arrange seating, with adequate spacing and sanitisation.
PLEASE DO NOT RE ARRANGE THE SEATING PROVIDED
Tables will only be provided for Clerk and Chairman

UPON ARRIVAL –

Please queue with 2 metre social distancing in order to enter the building

The Clerk will be attending the door. All Attendees will be asked to provide their name/contact details (this information will be kept for 21 days and used to assist “track and trace”, attendees at the meeting must refer to the Government track and trace system, should they develop symptoms within 7 days of attending the meeting)

All attendees MUST use the hand sanitiser provided prior to entry into the Hall

Once inside the Hall social distancing MUST be maintained at all times

A Councillor will direct all attendees to immediately be seated

Agendas will be provided on seats - No other paperwork will be available at the meeting. Planning applications previous minutes and correspondence available online only (please refer to the agenda above)

Doors within the hall are to remain open – exterior doors will be open if weather permits

There will only be access to the disabled toilet

After the meeting all attendees are to leave in socially distanced manner, via the designated exit door as instructed (to create a one way entrance and exit system)

The Clerk will be the last to leave the building and will clear away and sanitise tables and chairs, sanitise surfaces and the toilet – and remove any rubbish from the premises.