



LOCAL GOVERNMENT ACT 1972
NOTICE OF A MEETING OF
THETFORD TOWN COUNCIL CORPORATE SERVICES COMMITTEE

YOU ARE HEREBY SUMMONED TO ATTEND THE CORPORATE SERVICES COMMITTEE MEETING OF THETFORD TOWN COUNCIL WHICH WILL BE HELD IN THE COUNCIL CHAMBER, GUILDHALL, ON TUESDAY 18 JUNE 2024, STARTING AT 6.00 PM.

MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN ATTEND THE MEETING. THERE IS LIMITED SEATING AVAILABLE FOR THE PUBLIC AND REPRESENTATIVES OF THE PRESS, WHICH WILL BE ALLOCATED ON A FIRST COME FIRST SERVED BASIS. A RECORDING OF THE MEETING CAN ALSO BE VIEWED ON <https://bit.ly/ttceventsyoutube> USUALLY WITHIN 5 WORKING DAYS AFTER THE MEETING HAS BEEN HELD.

Alan Yorke

Alan Yorke
Acting Town Clerk
13 June 2024

AGENDA

99/24	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> To receive any additional interests not already registered.
100/24	<u>APOLOGIES FOR ABSENCE</u> To receive.
101/24	<u>MINUTES</u> To confirm the minutes of the Corporate Services Committee meeting held on the 21 May 2024 which were received by Council on 28 May 2024 as a true record and be signed/initialled by the Chairman. Decision required: To agree the accuracy of minutes. Lead: Committee Clerk.
102/24	<u>APPROVAL OF PAYMENTS</u> To receive and approve the listings of payments made since the last Committee meeting. Decision required: Approve the payments. Lead: Acting Town Clerk.
103/24	<u>LOGGING AND REPORTING OF COMPLAINTS</u> To note any complaints received since the previous meeting, if any. Decision required: None. Lead: Acting Town Clerk.
104/24	<u>COMMUNICATIONS REPORT</u> To receive a report from the Communications Officer on communications and the continual update of the Council website. Decision required: To note the report. Lead: Communications Officer.

105/24	<p><u>PERSONNEL REPORT</u> To receive and discuss the Personnel Report for the months of May/June 2024. Decision required: To note the Personnel Report. Lead: Acting Town Clerk.</p>
106/24	<p><u>FINAL FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2024</u> To receive and discuss the final Financial Report for the year ended 31 March 2024. Decisions required: To approve the Final Financial Report for the year ended 31 March 2024. Leads: Chair and Acting Town Clerk.</p>
107/24	<p><u>FINAL SCHEDULE OF RESERVES</u> To receive and discuss the schedule of reserves for the year ending 31 March 2024. Decision required: To recommend the schedule of reserves to Full Council. Leads: Chair and Acting Town Clerk.</p>
108/24	<p><u>INTERNAL CONTROL REVIEW AND ANNUAL GOVERNANCE STATEMENT</u> To discuss and review the report summarising the internal control review. Decision required: To recommend that based on the results of the review, the Committee recommend the Annual Governance Statement (which is part of the Annual Governance and Accountability Return (AGAR)) to Full Council. Lead: Acting Town Clerk.</p>
109/24	<p><u>ANNUAL ACCOUNTING STATEMENT</u> To review and approve the Annual Accounting Statement part of the AGAR to Full Council. Decision required: Recommend the Statement to Full Council. Lead: Acting Town Clerk.</p>
110/24	<p><u>LEGAL OPINION ON PUBLIC ATTENDANCE AT COUNCIL MEETINGS</u> To review and discuss the recommendations from our legal advisers on how best to manage and regulate the public participation and attendance at Council meetings. Decision required: To consider the recommendations of our legal advisers and to decide on a detailed action plan. Lead: Chair.</p>
111/24	<p><u>CCTV QUOTES FOR THE GUILDHALL AND WORKS YARD</u> To review and approve quotes for CCTV in the Guildhall and Works Yard. Decision required: To approve a quote and to identify a source of funding. Lead: Acting Town Clerk.</p>
112/24	<p><u>MECHANISM TO MONITOR STAFF INTERESTS IN CONTRACTS</u> To discuss how best to record staff interests in contracts to promote transparency. Decision required: To approve an effective monitoring and reporting mechanism. Lead: Acting Town Clerk.</p>
113/24	<p><u>CORRESPONDENCE</u></p>

	<p>To note and consider any other correspondence. Decision required: None. Lead: Acting Town Clerk.</p>
114/24	<p><u>ACTION POINTS</u> To review and discuss the action points carried forward from the previous meetings of the Corporate Services Committee. Decision Required: To request that the action points be updated based on the review. Leads: Chair and Acting Town Clerk.</p>
115/24	<p><u>COMMUNITY ENGAGEMENT</u> To discuss and agree any consultation or media release required. Decision Required: To approve any media release that is required and to specify in what format the media release should take (social media posts and/or press releases). Lead: Chair.</p>
116/24	<p><u>COMMITTEE OFFICERS' UPDATE</u> To update any information since the agenda was released or which requires the attention of the Committee. Decision required: None. Lead: Acting Town Clerk.</p>
117/24	<p><u>EXCLUSION OF PRESS AND PUBLIC</u> To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed. Decision required: Whether or not to exclude the press and public. Lead: Chair.</p>
118/24	<p><u>REVIEW OF SALARIES</u> To review the payroll summaries for internal control purposes. Decisions required: To review and approve the payroll summaries. to authorise the Chair to sign the review for submission to the internal auditors. Lead: Chair.</p>