



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 23 JULY 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
18 July 2024

AGENDA

175/24	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> To receive any additional interests not already registered.
176/24	<u>APOLOGIES FOR ABSENCE</u> To receive.
177/24	<u>MINUTES</u> To confirm the minutes of the Corporate Services Committee meeting held on the 18 June 2024 which were received by Council on 25 June 2024 as a true record and be signed/initialled by the Chairman. Decision required: To agree the accuracy of minutes. Lead: Committee Clerk.
178/24	<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.
179/24	<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.
180/24	<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.
181/24	<u>UPDATE ON CHANGES TO THE WEBSITE</u> To receive an update on the changes to the website and hosting services. Decision required: To agree in principle to the changes proposed. Lead: Communications Officer and Acting Town Clerk.
182/24	<u>PERSONNEL REPORT</u> To receive and discuss the Personnel Report for the months of June/July 2024. Decision required: To note the Personnel Report. Lead: Acting Town Clerk.
183/24	<u>FINANCIAL REPORT FOR THE PERIOD ENDED 30 JUNE 2024</u> To receive and discuss the Financial Report for the period ended 30 June 2024. Decision required: To approve the Financial Report for the period ended 30 June 2024. Leads: Chair and Acting Town Clerk.
184/24	<u>UPDATE ON HR CONSULTANCY</u> To receive an update on the HR Consultancy and to review the next steps. Decision required: To note the update. Lead: Acting Town Clerk.
185/24	<u>REVIEW OF INTERNAL AUDIT REPORT</u> To review the internal audit report and to assess the adequacy of the management responses to address the matters raised. Decision required: To recommend the internal audit report as well as the management responses to Full Council. Lead: Chair.
186/24	<u>CCTV QUOTES FOR THE GUILDHALL</u> To review and approve quotes for CCTV in the Guildhall. Decision required: To approve a quote and to identify a source of funding. Lead: Acting Town Clerk.
187/24	<u>CORRESPONDENCE</u> To note and consider any other correspondence. Decision required: None. Lead: Acting Town Clerk.
188/24	<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.
189/24	<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.
190/24	<u>COMMITTEE OFFICERS' UPDATE</u> To update any information since the agenda was released or which requires the attention of the Committee.

	<p>Decision required: None. Lead: Acting Town Clerk.</p>
191/24	<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>
192/24	<p><u>EXIT INTERVIEWS FEEDBACK</u> To receive a summary of the exit interviews from staff who have left the employ of the Council. Decision required: None. Lead: Acting Town Clerk.</p>
193/24	<p><u>PURCHASE OF PROPERTY</u> To note that a property is being sold and to consider whether the Town Council should make an offer to purchase. Decision required: Whether or not the Committee should make an offer to purchase the property. Lead: Chair.</p>
194/24	<p><u>REMUNERATION MATTERS</u> To review and determine the remuneration of the Deputy Town Clerk. Decision required: None. Lead: Chair.</p>