



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 27 AUGUST 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.

Sonya Wright
Town Clerk
21 August 2024

AGENDA

253/24	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> To receive any additional interests not already registered.
254/24	<u>APOLOGIES FOR ABSENCE</u> To receive.
255/24	<u>MINUTES</u> To confirm the minutes of the Corporate Services Committee meeting held on the 23 July 2024 which were received by Council on 30 July 2024 as a true record and be signed/initialled by the Chairman. Decision required: To agree the accuracy of minutes. Lead: Committee Clerk.
256/24	<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: Deputy Town Clerk.
257/24	<u>LOGGING AND REPORTING OF COMPLAINTS</u> To note any complaints received since the previous meeting, if any. Decision required: None. Lead: Deputy Town Clerk.
258/24	<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.

259/24	<p><u>PERSONNEL REPORT</u> To receive and discuss the Personnel Report for the months of July/August 2024. Decision required: To note the Personnel Report. Lead: Town Clerk.</p>
260/24	<p><u>FINANCIAL REPORT FOR THE PERIOD ENDED 31 JULY 2024</u> To receive and discuss the Financial Report for the period ended 31 July 2024. Decision required: To approve the Financial Report for the period ended 31 July 2024. Leads: Chair and Deputy Town Clerk.</p>
261/24	<p><u>CANCELLATION OF COMMITTEE MEETINGS</u> To receive a report on the proposed cancellation of Committee Meetings and an alternative mechanism to enable Councillors to exercise their oversight responsibilities. Decision required: To consider and approve the proposal. Leads: Chair and Town Clerk.</p>
262/24	<p><u>USE OF GUILDHALL LARGE COURT AS A PERMAMENT COUNCIL MEETING ROOM</u> To discuss a proposal to use the Large Court as a permanent Council meeting venue. Decision required: To decide whether or not to use the Large Court as a permanent meeting venue. Leads: Chair and Town Clerk.</p>
263/24	<p><u>CORRESPONDENCE</u> To note and consider any other correspondence. Decision required: None. Lead: Town Clerk.</p>
264/24	<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 Deputy Town Clerk.</p>
265/24	<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>
266/24	<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: Town Clerk.</p>
267/24	<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.</p>

	Lead: Chair.
268/24	<u>STAFF RESTRUCTURING</u> To receive and discuss the proposed staff restructuring, job descriptions and revised remuneration recommended by the HR Consultants. To also review the new staff contract template. Decision required: To consider and approve the recommendations. Lead: Town Clerk.