

Brandon Town Council  
Annual General Meeting  
Monday 13th May 2019

Note: In the case of non-members, this Agenda is for information only

**BRANDON TOWN COUNCIL**  
**Old School House, Market Hill, Brandon, Suffolk, IP27 0AA**  
**Telephone 01842 811844**

7th May 2019

**TO ALL MEMBERS OF THE FULL COUNCIL**

You are hereby summoned to attend the **ANNUAL GENERAL MEETING** to be held in the Council Chamber, The Old School House, Market Hill, Brandon on Monday 13th May 2019 at 7pm.

Graham Cock  
Town Clerk

Members requiring further information, or with specific questions are asked to raise these with the Clerk at least 2 working days before the meeting. If the information requested is available, this will be provided and reported to the Council

**AGENDA**

**1 ELECTION OF CHAIRMAN AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE**

**2 ELECTION OF VICE CHAIRMAN**

**3 RESOLUTION No. 316**

Brandon Town Council resolves to authorise the chairman to:

- 1) execute the signing of the three land transfer documents for the cemetery site on Manor Road.
- 2) authorise Ashtons Legal to complete the land transfers on 14th May 2019 or thereafter as appropriate.
- 3) following completion of the land transfers for Ashtons Legal to submit the Stamp Duty Land Tax Return to HMRC for and on behalf of the Town Council and thereafter.
- 4) apply to register the land transferred to the Town Council at HM Land Registry. Planning permission has been secured for the reconfigured site. The next step is for legal transfers of land between West Suffolk Council, the Brandon Hall Farm Trustees and the Town Council, so that freehold legal titles are vested in the Town Council. Completion of the transfers will be followed by registration of title and the Council can then proceed with planning for the development of the site.

**4 APOLOGIES** for absence and approval of reasons tendered.

**5 DECLARATION OF INTEREST** and additions to Members Register of Interest.

- 6 TO RECEIVE, CONFIRM AND SIGN MINUTES**
  - Of the Brandon Town Council Meeting of Monday 1st April 2019.
- 7 MATTERS ARISING** for information exchange only of the Full Council meeting of 1st April.
- 8 PUBLIC FORUM** Monthly event limited to 3 minutes duration maximum per resident.
- 9 TO RECEIVE A REPORT FROM RAF LAKENHEATH**
- 10 TO RECEIVE WRITTEN REPORTS** from County and District Councillors, Working Party and Community Groups Representatives.
- 11 TO RECEIVE WRITTEN REPORT** from the Town Clerk.
- 12 CORRESPONDENCE**
  - The Desert Rats Association – Annual Open Day and Memorial Service
- 13 URGENT BUSINESS** and any items the Chairman considers a matter of urgent business.
- 14 ACCOUNTS** to approve the payments for April 2019 (see attached.)
- 15 TO RECEIVE INCOME AND EXPENDITURE STATEMENT AGAINST BUDGET FOR APRIL**
- 16 TO RECEIVE MINUTES** of the Planning meeting of 25th March 2019 and 29th April Planning Application.
- 17 TO REVIEW THE TERMS OF REFERENCE** for Planning, Finance and Staffing Committees.
- 18 TO APPOINT MEMBERS** to Planning, Finance and Staffing Committees.
- 19 TO THE REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS**
- 20 APPOINTMENT OF COUNCILLORS TO COMMUNITY GROUPS 2019/20**
  - Brandon Neighbourhood Watch
  - Brandon Remembrance Playing Fields
  - Public Transport Liaison Officer
  - FHDC Health Forum
  - SALC
  - Brandon Country Park
  - Brandon Voluntary Forum
  - Safer Neighbourhood Team

**21 APPOINTMENT OF REPRESENTATIVES FOR BRANDON TOWN COUNCIL COMMITTEES AND WORKING PARTIES 2019/20**

- Lighting Working Party
- Cemetery Committee - **The Full Council**
- Emergency Panel
- New Cemetery Working Party

**22 RESOLUTION No. 317**

Brandon Town Council resolves to co-opt members to the Council and place an advert in this respect.

**23 ELECTION OF TWO PEOPLE TO BE APPOINTED AS TRUSTEES OF THE LINGHEATH AND ATMERE TRUSTS**

**24 REVIEW OF INVENTORY OF LAND AND ASSETS** including buildings and office equipment.

**25 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER** in respect of all insured risks.

**26 TO DETERMINE** the time and place of Ordinary Meetings of the Full Council up to and including the next Annual Meeting of the Full Council.

**27 TO CONFIRM THE LEAD PERSON FOR SAFEGUARDING** in the Town Council.

**28 RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS**

*That pursuant to the Public Bodies (Admission to Meetings) Act 1960, the Public and Press be excluded from the Meeting temporarily due to the confidential nature of the business to be discussed concerning QUOTES: LAND: STAFF: CONTRACT*