

## ST NEOTS TOWN COUNCIL

Helen King  
Acting Town Clerk

Council Offices  
The Priory  
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22 July 2009

To: Members of the Public

### NOTICE

**NOTICE IS HEREBY GIVEN** that a meeting of **ST NEOTS TOWN COUNCIL** will be held in The Moot at the Priory Centre, St Neots on **Wednesday 29 July 2009** at **7.15 pm.**

**Members of the public are invited to address the Council at its OPEN FORUM from 7.15-7.30pm.**

### **A G E N D A**

| Item | Est. Time | Subject  | Background Papers  |
|------|-----------|--|--|
| 1.   | 7.30pm    | <u>Apologies for Absence</u>   |  |
| 2.   | 7.32pm    | <u>Declarations of Interest</u><br><br>To receive from Councillors declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any Agenda items.   |  |
| 3.   | 7.35pm    | <u>Town Mayor's Announcements</u>  |  |
| 4.   | 7.40pm    | <u>Minutes</u><br><br>(i) To approve the Minutes of the Town Council Meeting held on 30 June 2009;<br>(ii) To receive the Minutes of the Planning Committee Meetings held on 1 and 15 July 2009;<br>(iii) To receive the Minutes of the Health & Safety Committee Meeting held on 17 July 2009.<br>(iv) <u>Personnel Meeting – 14 July 2009</u><br>Committee Chairman to present the Minutes of the Personnel meeting and to approve virement.<br>(v) <u>Policy &amp; Resources Meeting – 15 July 2009</u><br>Committee Chairman to present the Minutes of the Policy & Resources meeting held on 15 July 2009 and to approve the recommendations contained therein. | Attached<br>Attached<br>Attached<br>Attached<br>Attached |

\* Questions must be submitted in writing by no later than 12 noon on the Monday preceding the meeting.

|     |        |  |            |
|-----|--------|--|------------|
|     |        | <ul style="list-style-type: none"> <li>- Financial Report Update</li> <li>- June Financial Report</li> <li>- Priory Centre Window Cleaning</li> <li>- Priory Centre Purchase of Ice Machine</li> <li>- Town Council Solicitors</li> <li>- SLCC 35<sup>th</sup> National Conference 2009</li> <li>- Asset Management Plan</li> </ul>  |            |
|     |        | <p>(vi) <u>Audit Committee Meeting – 15 July 2009</u><br/> Committee Chairman to present the Minutes of the Audit Committee meeting held on 15 July 2009 and to adopt the recommendations contained therein.</p> <ul style="list-style-type: none"> <li>- Quarterly Financial Reports</li> <li>- Review of Financial Regulations</li> <li>- Internal Audit Requirements</li> <li>- Local Code of Corporate Governance</li> </ul> | Attached   |
| 5.  | 8.00pm | <p><u>Presentation on the Town Twinning Association</u></p> <p>Presentation by Ian Taylor, Chairman of the Town Twinning Association</p>   |            |
| 6.  | 8.15pm | <p><u>Christmas Lights Report Tender</u></p> <p>To receive a report from the Operations Manager</p>  | Appendix 1 |
| 7.  | 8.25pm | <p><u>Service Level Agreement</u></p> <p>To receive a report on the Eatons Community Centre Service Level Agreement.</p>   | Appendix 2 |
| 8.  | 8.35pm | <p><u>Eatons Community Centre Business Plan</u></p> <p>To receive a report from the Acting Town Clerk.</p>   | Appendix 3 |
| 9.  | 8.45pm | <p><u>Priory Centre Terms and Conditions</u></p> <p>To receive a report from the Community Centres Manager</p>   | Appendix 4 |
| 10. | 8.45pm | <p><u>St Neots Festival Update</u></p> <p>To receive a report from the Town Centre Manager</p>   | Appendix 5 |
| 11. | 8.55pm | <p><u>Jointly Funded Minor Improvements Scheme</u></p> <p>To review schemes submitted by Councillors</p>   | Appendix 6 |

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|     |        |  |            |
|-----|--------|--|------------|
| 12. | 9.05pm | <u>Cemetery Extension</u><br>To consider the use of the cemetery extension land for a lawn cemetery. | Appendix 7 |
| 13. | 9.15pm | <u>Town Coffee Bar</u><br>To receive a verbal report from the Acting Town Clerk.                     |            |
| 14. | 9.25pm | <u>Outside Bodies</u><br>To receive any relevant reports of issues relating to partnership bodies.   |            |
| 15. | 9.35pm | <u>Items for Information</u>   |            |
|     | 9.45pm | End of meeting.  |            |

Next Meetings:

Planning – 12 and 26 August and 9 and 23 September  
 Policy & Resources – 23 September  
 Full Council – 9 September

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 Helen King  
 Acting Town Clerk  
 17.07.09

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