



## AGENDA

Dear Councillor

11 May 2017

**You are hereby summoned to attend a meeting of the Clare Town Council to be held in  
The Old School Community Centre, Clare on Thursday 18 May 2017 at 7.00 p.m.  
The public and press are cordially invited.**

### **The agenda will be as follows:-**

- 1 i) Election of Chair 7.00  
ii) Declaration of Acceptance of office of Chair
- 2 i) Election of Vice Chair  
ii) Declaration of Acceptance of Office of the Vice Chair
- 3 To receive apologies for absence and confirmation of acceptance of apologies
- 4 To receive declarations of members' interests and consider requests for dispensation
- Section of the meeting open to the public:*
- 5 Public Participation
- 6 County Councillor's Report
- 7 Borough Councillor's Report
- End of public section of meeting*
- 8 To approve the Committee/Working Group structure for the Council and confirm terms of reference, the number of members, receive nominations and elect members 7.20
- 9 To review and adopt standing orders and financial regulations
- 10 To review inventory of land and assets
- 11 To review and confirm arrangements for insurance cover in respect of all insured risks
- 12 To review the Council's and/or employee's membership of other bodies
- 13 To review the Council's complaints procedure
- 14 To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- 15 To approve minutes of the previous meeting held on 20 April 2017
- 16 To receive an update on the actions from the previous meetings
- 17 To receive the Clerk's Report for decision and information

- 18 Finance 8.00
- i) To receive the RFO report and approve the monthly accounts and cash flow
  - ii) To approve Section 1 of the Annual Return – Annual governance statement 2016/17
  - iii) To consider applications for Section 137 grant funding
- 19 To consider items of correspondence for decision/response
- 20 **Planning**
- To made a decision on the Town Council response to the planning authority on:
- i) DC/17/0759/ADV – Visitor Centre, Country Park – 2no. Non-Illuminated Notice Board
  - ii) DC/17/0749/HH – 26 Bridewell Street – Continuation of fence and insertion of gates.
  - iii) DC/17/0767/HH – Quylters, Nethergate Street – (i) Erection of garden room (ii) relocation of existing bay window
  - iv) DC/17/0844/LB & 0089/ADV – Broadway House, 1 Nethergate Street – (i) Retention of non-illuminated fascia sign
  - v) DC/17/0722/FUL & 0723/LB– 28 Callis Street – (i) Single storey front extension to outbuilding, (ii) Installation of covered walkway from main dwelling to outbuilding and (iii) Change of use of part of existing outbuilding from residential to D1 (Dentist)
- 21 To receive an update on developments regarding improving tourism in Clare
- 22 To receive a report of date gathered by the Vehicle Activated Signs in the last month
- 23 To receive reports from Councillors on activity since the last meeting.
- 24 To receive items for decisions required by Town Council Committees/Working Parties.
- 25 To receive agenda items for next meeting.
- 26 To confirm the date of the next meeting as Thursday 15<sup>th</sup> June 2017. 9.00



Claire Ebeling, Town Clerk