

PARISH COUNCIL MEETING

Notice of meeting to be held on Tuesday 4th April 2017 at 7pm in
The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon,
for the purpose of transacting the following business.

AGENDA

The Openness of Local Government Bodies Regulations 2014

Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a Policy, a copy of which will be displayed outside the Council Chamber or other meeting room as appropriate and is available on request

WELCOME

1. **Apologies and acceptance for absence**
2. **Declarations of Interest and Dispensations**
 - (a) In accordance with Section 31 of the Localism Act 2011 & the adopted Code of Conduct members should declare any disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in **any item(s) on the agenda**.
(In the case of disclosable and non-disclosable pecuniary interests the member must withdraw from the meeting room immediately after making representations, answering questions or giving evidence – ***Please contact the office should any item need clarification***)
 - (b) Clerk to report any written requests for dispensation in respect of items on this agenda.
3. **To receive approval of minutes of the meeting held on 7th March 2017 from those members present at the respective meeting**
4. **Public Participation** (as permitted by Standing Order 3d & 5kxiii)
Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
5. **Report from Police to include Parish Crime Figures – to be distributed at meeting.**
6. **Report from County Councilor**
7. **Reports from District Councilors**
8. **Report from:**
 - **Parish Council Chairman**
 - **Council Administrator**
9. **Financial Matters**
 - 9.1 Verification of Receipts and Payments (RBS does not produce consecutive voucher numbers).
 - 9.2 Bank Reconciliation – up to date up until 31st December 2016.
 - 9.3a Approval of Accounts – Payments from 1st December to 31st December 2016
 - 9.3b Approval of Accounts – Receipts from 1st December to 31st December 2016
 - 9.4 Review of documents.
 - i) Financial Regulations
 - ii) Statement of Internal Controls
 - iii) Internal Control and Review of Effectiveness
10. **General Matters**
 - 10.1 To note list of items of correspondence not circulated as detailed at the end of this agenda
 - 10.2 Discussion led by Cllr. Buck on commemorating the First World War.
 - 10.3 Discussion led by Cllr. Buck on the Grow Your Community Summer Fair.

11. **Activities**
11.1 – Nothing for meeting.
12. **Planning**
12.1 Committee meetings
 - To note meetings held 7th and 21st March 2017.
 - To address any questions of the meetings.
13. **Playing Fields, Amenities & Allotments**
13.1 – Update from Cllr. King on the new Children’s Play Area and opening.
14. **Media & Communications**
14.1- Update from Cllr. Prutton on completion of the new IT systems and discussion on any problems arising.
15. **Property, Policy & Resources**
15.1 To note meeting held 21st March 2017 and decisions therein.
16. **Hellesdon Community Centre**
16.1 Nothing for meeting.
17. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following item(s) in view of the confidential nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.**
18. **Staffing** - any consideration of a personal and/or confidential matter to be considered following a resolution to exclude the press and public
17.1 Update on current staffing matters and recommended actions related to these matters from Cllr. Knowles.
19. **Exchange of information**
20. **Time and Venue of next Council meeting on Tuesday 2nd May 2017 at 7pm.**

CLOSE

Note to Members – Register of Members Interest

Should any change need to be made to your form please be reminded that this should be actioned within 28 days of the change

THE PUBLIC ARE INVITED TO ATTEND THE ABOVE MEETING

Mrs Patricia Kirby Clerk to the Council dated 28th March 2017

List of items of correspondence not circulated for PC meeting 4 April 2017

Norfolk County Council Highways Maintenance Local Area Teams map and contact details.