

PARISH COUNCIL ANNUAL MEETING

Notice of meeting to be held on Tuesday 2 May 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. **Nominations for and Election of Chairman of the Council and Declaration of Acceptance of Office**
2. **Nominations for and Election of Vice Chairman**
3. **Apologies and acceptance for absence**
4. **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.
5. **To receive a report for 2016/2017 from the Outgoing Chairman**
6. **To appoint signatories to orders of payment**
7. **To appoint members to**
 - Standing Committees – minimum 4 - maximum 6 members (P&R & Staffing max 7)
 - Hellesdon Community Centre
 - Playing Fields, Amenities & Allotments
 - Media & Communications
 - Property, Policy & Resources
 - Staffing
 - Planning
8. **To appoint members to Working Groups & Panels with consideration to the need to continue**
 - Working Group - minimum 4 members
 - Residents Christmas party.
 - Community Facilities at HCC site
 - Blue Sky Thinking Group
 - Panel - 3 members to constitute a panel from 6 appointees
 - Staff Appeals Panel
 - Complaints Panel
 - Staff Interview Panel
 - Grievance and Disciplinary Panel

9. **To appoint members to local bodies/groups (including substitutes if applicable)**
 - Norwich Airport Consultative Committee
 - Safer Neighbourhood Action Panel
10. **To set details of each Committees next meeting as required by Standing Order 5kxi**
 - Planning
 - Playing Fields Amenities & Allotments
 - Media & Communications
 - Property Policy & Resources
 - Hellesdon Community Centre
 - Staffing
11. **To review the following policies:**
 - Standing Orders
 - Filming, Recording and Photography at Council Meetings Policy
 - Retention of Documents Policy
 - Safeguarding Policy
12. **To receive approval of minutes of the meeting held on 4 April 2017 from those members present at the respective meeting**
13. **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).
14. **Report from Police to include Parish Crime Figures**
15. **Report from County Councillor**
16. **Reports from District Councillors**
17. **Report from**
 - **Chairman**
 - **Council Administrator**
18. **Financial Matters**
 - 18.1 Verification of Vouchers
 - 18.2 Bank Reconciliation (no further forward from 4th April 2017 meeting due to end of year work).
 - 18.3 Approval of Accounts (no further forward from 4th April 2017 meeting due to end of year work).
19. **General Matters**
 - 19.1 To note list of items of correspondence not circulated as detailed at the end of this agenda
 - 19.2 Scheme of Delegation. To consider and agree matters which are to be dealt with by the
 - Full Council
 - Proper Officer of the Council
 - 19.3 To consider LCRS Action Plan.
 - 19.4 Annual Parish Meeting
 - To note meeting held 30 March 2017. Draft minutes supplied
 - To address any questions of the meeting
 - 19.5 To receive information from Cllr. Gurney regarding Broadland District Council meeting about Street Lighting scheduled in May.
20. **Activities**
 - 20.1 Update from Council Administrator regarding Car Park resurfacing.
 - 20.2 Update from Cllr. Buck regarding the Grow Your Community Summer Fair.
21. **Planning**
 - 21.1 Committee meeting
 - To note meetings held 4 and 18 April 2017
 - To address any questions of the meeting(s)
 - 21.2 To consider the ramifications of the email from Broadland District Council regarding online planning applications and to resolve if the Parish Council wish to sign up for electronic consultation and submission of resulting comments.
22. **Playing Fields, Amenities & Allotments**
 - 22.1 Nothing for meeting
23. **Media & Communications**
 - 23.1 Nothing for meeting

24. Hellesdon Community Centre

24.1 Committee meeting

- To note meeting held 10 April 2017
- To address any questions of the meeting

25. Property, Policy & Resources

25.1 Committee meeting

- To note meeting held 19 April 2017
- To address any questions of the meeting

26. Staffing - any consideration of a personal and/or confidential matter to be considered following a resolution to exclude the press and public

26.1 Committee meeting

- To note meeting held 19 April 2017
- To address any questions of the meeting

26. Exchange of information

27. Time and Venue of next Council meeting on Tuesday 6 June 2017.

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 PRESS & PUBLIC ARE INVITED TO ATTEND AND THE MEETING ALLOWS FOR PUBLIC PARTICIPATION AT AGENDA ITEM 12

Mo Anderson-Dungar Proper Officer of the Council dated *25 April 2017*

List of items of correspondence not circulated for PC meeting 2 May 2017