

## PARISH COUNCIL MEETING

Notice of meeting to be held on Tuesday 6<sup>th</sup> June 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 Annual Parish Council Meeting held on 2<sup>nd</sup> May 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
  - 9.2 Bank Reconciliation – up to date up until 31<sup>st</sup> March 2017.
  - 9.3a Approval of Accounts – Payments from 1<sup>st</sup> January to 31<sup>st</sup> March 2017
  - 9.3b Approval of Accounts – Receipts from 1<sup>st</sup> January to 31<sup>st</sup> March 2017
  - 9.4 To receive and consider Report & Recommendations from Internal Auditor
  - 9.5 To confirm Effectiveness of Internal Control
  - 9.6 To complete s.1 (Annual Governance Statement) of the Annual Return for 2016/17
  - 9.7 To adopt the Accounts for 2016/17
  - 9.8 To complete s.2 (Accounts) of the Annual Return for 2016/17
  - 9.9 To appoint the Internal Auditor for the 2017/18 Accounts
10. **General Matters**
  - 10.1 To note list of items of correspondence not circulated as detailed at the end of this agenda
  - 10.2 To discuss revised Policies referred from previous meeting:
    - Scheme of Delegation – Clerk & RFO (revised to include RFO duties)

- Retention of Documents
- 10.2 To discuss additional Policies:
- Training Policy
  - Financial Risk Assessments
- 10.3 To consider request from Cllr Buck for HPC to have a stall at the Grow Your Community Fair
- 11. Activities**
- 11.1 – Nothing for meeting.
- 12. Planning**
- 12.1 Committee meetings
- To note meetings held on 2<sup>nd</sup> and 16<sup>th</sup> May 2017.
  - To address any questions of the meetings.
- 13. Playing Fields, Amenities & Allotments**
- 13.1 – Committee Meeting
- To note Minutes of Meeting held on 30<sup>th</sup> May 2017 (to follow)
  - To address any questions of the Meeting
- 14. Media & Communications**
- 14.1- Committee Meeting
- To note Minutes of Meeting held on 22<sup>nd</sup> May 2017
  - To address any questions of the meeting
  - To address questions related to Terms of Reference for the Committee
- 15. Property, Policy & Resources**
- 15.1 Committee Meeting
- To note Minutes of Meeting held on 31 May 2017 (to follow)
  - To address any questions of the Meeting
- 16. Hellesdon Community Centre**
- 16.1 Committee Meeting
- To note Minutes of Meeting held on 17<sup>th</sup> May 2017
  - To address any questions of the Meeting
  - To consider request for continuing fencing/hedge with regard to Tuesday Tots use of grassed area
- 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 Committee Meeting
- To note Minutes of Meeting held on 23<sup>rd</sup> May 2017 (to follow)
  - To address any questions of the Meeting
  - To receive an update from Cllr Knowles on current staffing issues (Confidential Item)
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- 19. Exchange of information**
- 20. Time and Venue of next Council meeting on Tuesday 4<sup>th</sup> July 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 Mo Anderson-Dungar Proper Officer of the Council dated 30<sup>th</sup> May 2017

List of items of correspondence not circulated for 6<sup>th</sup> June – nothing for this item