

**Notice of Property Policy & Resources Committee meeting to be held on
Wednesday 30th May 2018 at 7.00pm in
The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon**

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**
- 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 approval of minutes of the committee meeting held on 30 January 2018 from those members present at the held meeting**
- 6. To consider and agree Scheme of Delegation Committee Terms of Reference for recommendation to full council**
- 7. 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).
- 8. General Matters**
 - 8.1 To discuss the initial stages of the strategic plan.
 - 8.2 To decide if this committee is to be responsible for Community Infrastructure Levy and Section 106 payments with recommendations to the Full Parish Council or if the responsibility should sit with the Full Parish Council alone; with recommendations for any resulting changes in this Committees Terms of Reference.
 - 8.3 To discuss, rename and reallocate, if necessary, the Earmarked Reserves.
 - 8.4 To ratify and recommend to Full Council the following policies:
 - Standing Orders
 - Financial Regulations
 - Member's Code of Conduct
 - Scheme of Delegation to Clerk and Responsible Financial Officer
 - Full Council Functions
 - Health and Safety Policy
 - Retention of Documents Policy

- Customer Service Policy
- Complaints and Compliments Policy
- Media Relations Policy
- Filming, Recording and Photography at Council Meetings Policy
- Safeguarding Policy
- Management of Outdoor Surfaces in Severe Weather Conditions Policy
- Unreasonably Persistent, Abusive or Vexatious Contacts Behaviour Policy

8.5 **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 items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.**

8.6 Verbal report from Parish Clerk regarding land acquisition.

8.7 Update from the Parish Clerk regarding an ongoing survey at the Community Centre.

9. **To confirm the date, time and venue of next meeting – proposed date; 19th September and 21st November 2018 and 20th March 2019.**

MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND

Mr Mark Knight Clerk to the Council Dated *24th May 2018*