

ANNUAL PARISH COUNCIL MEETING

Notice of meeting to be held on Tuesday 14 May 2019 at 7pm in
The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon,
for the purpose of transacting the following business.

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

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 by the Outgoing Chairman, Cllr Sue Prutton

1. **Nominations for and Election of Chairman of the Council and Declaration of Acceptance of Office – The Outgoing Chairman will preside over the election and the New Chairman will take office upon signing the 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 2018/2019 from the Outgoing Chairman, Cllr Sue Prutton**
6. **To appoint signatories to orders of payment:**
 - **Current signatories are Cllrs Gurney and Johnson (2 more needed)**
 - **To remove former Cllrs Knowles and Jones-Blackett as signatories**
 - **To designate signatory to liaise with bank regarding Petty Cash**
 - **To consider arrangements for future use of HPC business debit card**
7. **To resolve to use the General Power of Competence in accordance with the Localism Act 2011.**

8. Committees

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
- Staffing
- Planning

To elect Chairmen of these Committees

To confirm Membership of Property, Policy & Resources Committee as all above Committee Chairmen plus up to 2 members appointed by the Council

9. To appoint members to Working Groups & Panels with consideration to the need to continue

Working Group - minimum 4 members

- Events
- Acquisition of Land

Panel - 3 members to constitute a panel from 6 appointees

- Staff Appeals Panel
- Complaints Panel
- Staff Interview Panel
- Grievance, Capability and Disciplinary Panel

10. To appoint members to local bodies/groups (including substitutes if applicable)

- Norwich Airport Consultative Committee
- Safer Neighbourhood Action Panel
- Western Link Project

11. To set details of each Committees next meeting as required by Standing Order 5kxi

Planning – 1st & 3rd Tuesdays monthly
Playing Fields Amenities & Allotments
Media & Communications
Property Policy & Resources
Hellesdon Community Centre
Staffing

12. To review the following policies:

- Standing Orders
- Financial Regulations
- Members' Code of Conduct
- Scheme of Delegation to the Clerk and Responsible Financial Officer
- Full Council Functions
- Health and Safety Policy
- Customer Service Policy
- Complaints and Compliments Policy
- Media Relations Policy
- Management of Outdoor Surfaces in Severe Weather Conditions Policy
- Unreasonably Persistent, Abusive or Vexations Contacts Behaviour Policy
- Filming, Recording and Photography at Council Meetings Policy
- Retention of Documents Policy
- Safeguarding Policy
- CCTV Policy

It is **recommended** that the Property Policy & Resources Committee undertakes the review during the Council year to a schedule prepared by the Clerk and makes recommendations to Full Council as appropriate

- 13. To receive approval of minutes of the meeting held on 2 April 2019 from those members present at the respective meeting**
- 14. 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).
- 15. Report from Police to include Parish Crime Figures**
- 16. Report from County Councillor**
- 17. Reports from District Councillors**
- 18. Reports from**
 - **Chairman**
 - **Parish Clerk**
- 19. Financial Matters**
 - 19.1 Verification of Vouchers – no report due to year end work and sickness
 - 19.2 Bank Reconciliation – no report due to year end work and sickness
 - 19.3 Approval of Accounts – no report due to year end work and sickness
 - 19.4 To note that Internal Audit visit is booked for 16 May
 - 19.5 To consider Grant Requests:
 - Friends of Kinsale Junior School
 - The Wensum Trust
 - 19.6 To consider Request for Donation – Norfolk Accident Rescue Service
- 20. General Matters**
 - 20.1 To consider the following items of correspondence
 - Nominations for Norfolk ALC Executive
 - Availability of Outdoor Table Tennis Tables
 - Request for Scope Textile Bank and suggested possible location if agreed
 - Trustees for Pathmakers
 - Invitation to Parish Paths Seminar
- 21. Planning**
 - 21.1 Committee meeting
 - To note Minutes of meetings held 2 and 16 April 2019
 - To address any questions of the meeting(s)
- 22. Playing Fields, Amenities & Allotments**
 - 22.1 To consider costs for repainting skatepark and to agree source of funding
 - 22.2 To note items for Committee to consider during this Council year
- 23. Media & Communications**
 - 23.1 Nothing for meeting
 - 23.2 To note items for Committee to consider during this Council year
- 24. Hellesdon Community Centre**
 - 24.1 Committee Meeting
 - To note Minutes of Extra-Ordinary Meeting held on 8 April 2019
 - 24.2 To note items for Committee to consider during this Council year
- 25. Property, Policy & Resources**
 - 25.1 Nothing for meeting
 - 25.2 To note items for Committee to consider during this Council year

26. **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.**
27. **Staffing** - any consideration of a personal and/or confidential matter to be considered following a resolution to exclude the press and public
 - 27.1 To receive any updates on staffing matters
 - 27.2 To note items for Committee to consider during this Council year
28. **Exchange of information**
29. **Time and Venue of next Council meeting on Tuesday 4 June 2019.**

CLOSE

Notes to Members –

Declaration of Acceptance of Office

Please ensure that you arrange to sign your form in advance of this meeting

Register of Members Interest

Please ensure that you complete your form within 28 days from 7 May 2019 for onward transmission to Broadland District Council

Mr. Mark Knight Proper Officer of the Council dated *9 May 2019*