

ANNUAL PARISH COUNCIL MEETING
Notice of meeting to be held on Tuesday 18th May 2021 at 7pm
in The Community Centre, Wood View Road, Hellesdon,
for the purpose of transacting the following business.

COVID RESTRICTIONS The meeting of the Parish Council will be held in the main hall of the Community Centre, due to current restrictions in place we ask that anyone attending must follow the current guidelines in place.

AGENDA

Welcome by the Outgoing Chairman

- 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**
To receive and accept Apologies for Absence as previously notified to the Parish Clerk.
- 4. Declarations of Interest and Dispensations**
To receive Members' Declarations of Interest in Agenda Items and to note the granting of any Requests for dispensations.
- 5. To receive a written report for 2019/2020 and 2020/2021 from the Outgoing Chairman***
- 6. To appoint signatories to orders of payment***
Current signatories are Cllrs Gurney, Cllr Britton and Cllrs Johnson (requirement 4 signatories)
- 7. To resolve to use the General Power of Competence in accordance with the Localism Act 2011.**
- 8. Committees/Working Groups/Panels***
 - a) To appoint members and chairman to Standing Committees with consideration to the need to continue – minimum 4 - maximum 6 members
 - I. Hellesdon Community Centre
 - II. Playing Fields, Amenities & Allotments
 - III. Staffing
 - IV. Planning
 - V. Media and Communications
 - b) To confirm Membership of Property, Policy & Resources Committee as all above Committee Chairman plus up to 2 members appointed by the Council, to bring the total to 7 members.
 - c) To appoint members to Working Groups & Panels with consideration to the need to continue
To appoint members to Working Groups and panels - minimum 3 members
 - I. Events
 - II. Acquisition of Land
 - III. Community Apiary and OrchardPanels - 3 members to constitute a panel from 6 appointees
 - IV. Staff Appeals Panel
 - V. Complaints Panel
 - VI. Staff Interview Panel
 - VII. Grievance, Capability and Disciplinary Panel

- d) To appoint members to local bodies/groups (including substitutes if applicable)
 - I. Norwich Airport Consultative Committee
 - II. Safer Neighborhood Action Panel
 - III. Western Link Project
- e) To set details of each Committees next meeting as required by Standing Order 5kxi
 - I. Planning – 2nd at (6:15pm) & 4th (at 6:30pm) Tuesdays monthly
 - II. Playing Fields Amenities & Allotments
 - III. Property Policy & Resources
 - IV. Hellesdon Community Centre (Bi-Monthly(even) 2nd Monday month at 7pm
 - V. Staffing
 - VI. Media & Communications

9. To review the following policies: *All polices are provided separate to the papers attached

- a) Standing Orders
- b) Financial Regulations
- c) Members' Code of Conduct
- d) Scheme of Delegation to the Clerk and Responsible Financial Officer including Emergency Delegation
- e) Full Council Functions
- f) Statement of Internal Controls
- g) Financial Reserves Management

10. Minutes from Full Council meeting held 13th April 2021

To agree the minutes of the virtual meetings held on 13th April 2021*

11. Public Participation

To receive questions from the public.

(Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

12. Reports from

- a) To note report from Parish Clerk *
- b) Verbal Update from District and County Councillors
- c) Verbal Update from Chairman - To include COVID briefing
- d) To Note Police Report *

13. Financial Matters

- a) Bank Reconciliation – April 2021.*
- b) Earmarked reserves summary. *
- c) Approval of Payments – April 2021. *
- d) Approval of Receipts – April 2021. *

14. Planning

To note recent planning decisions made by the planning committee on 13th & 27th April 2021 *

15. Playing Fields, Allotments and Amenities

- a) To note the draft minutes of the Playing Fields, Allotments and Amenities committee meeting on 29th April 2021. *
- b) To consider and note any matters arising from minutes.

16. Property, Policy and Resources

To consider any matters arising and note any recent correspondence relating to the Community Centre Roof Project

17. Community Center Committee

To consider any matters arising

18. **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.**

19. **Staffing Update**
To consider Staffing matters

20. **Exchange of information only.**

21. **Time and Venue of next Council meeting.**
To confirm the time and location of the next meeting of the Full Council

Natasha Carver Clerk to the Council

Dated 11th May 2021

**All documents referred to in this agenda as "attached" are supplied to Parish Councillors only. Copies are available (unless marked confidential) at the Council Offices during public opening hours.*