

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB  
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**Notice of Property Policy & Resources Committee meeting to be held on  
Monday 15 February 2016 at 7pm in  
The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon**

**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 committee meeting held on 21 December 2015 & 19 January 2016 from those members present at the held meeting**
4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)  
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. **General Matters**
  - Property Policy & Resources**
    - 5.1 To consider quotation from D J Designs in respect of procurement & design work for the grounds new sectional building/workshop & tractor store.
    - 5.2 To consider donation request to Age UK Norfolk
  - Traffic Highways & Environment**
    - 5.3 Nothing for meeting
  - Property Policy & Resources General**
    - 5.4 To receive the financial statement summarising the receipts and payments for October – December 2015 (third financial quarter)
    - 5.5 To consider the Statement of Internal Controls and the Review of Effectiveness for recommendation to the full council
6. **Exchange of Information**
7. **To confirm the date, time and venue of next meeting – suggest set at annual council meeting in May 2016**

**MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND**

Mrs Patricia Kirby Clerk to the Council dated 9 February 2016