

**Notice of Property Policy & Resources Committee meeting to be held on  
Wednesday 18<sup>th</sup> September 2019 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. 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 approve Vice Chairman of the Committee**
- 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. Finance**
  - 5.1 To discuss matters arising from the financial report.
- 6. General Matters**
  - 6.1 To discuss street lighting report originally presented to Full Council meeting on 6<sup>th</sup> August 2019 and referred to this Committee.
  - 6.2 To discuss report on E-Fire Risk Assessments for Diamond Jubilee Lodge and actions.
  - 6.3 To discuss report on E-Fire Risk Assessments for Groundsman's hut and actions.
  - 6.4 To recommend to the Full Parish Council the following policies:
    - o Complaints and Compliments Policy.
    - o Customer Service Policy.
    - o Filming, recording and photography at Council meetings policy.
    - o Financial Regulations
    - o Full Council Functions Policy
    - o Health and Safety Policy
    - o Management of outdoor surfaces in severe weather conditions Policy.
    - o Media Relations Policy.
    - o Retention of documents Policy.
    - o Safeguarding Policy.
    - o Scheme of Delegation to Clerk and RFO
    - o Standing Orders
    - o Unreasonably persistent, abusive or vexatious contacts behaviour Policy
- 7. Exchange of Information.**
- 8. To confirm the date, time and venue of the next meeting**

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