HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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EXTRA ORDINARY PARISH COUNCIL MEETING

While this is a public meeting and open to all to attend, Due to COVID 19 pandemic and government advice on social distancing, the council does not recommend public attendance. It is planned that this meeting will be very brief and has been called to agree appropriate emergency delegations to enable the councils essential business such as essential maintenance and payment of invoices to continue if during the pandemic situation the council are unable to meet or are required to cancel public meetings

Notice of meeting to be held on Wednesday 25th March 2020 at 6:15pm 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 3

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. 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).

4. To Consider and Adopt Policies

A) Standing Orders
B) Financial Regulations
C) Scheme of Delegation
D) Planning Protocol
E) Lone Worker Policy
F) Emergency Scheme of Delegation

5. Financial Matters

a) Bank Reconciliation – 1st February to 30th February 2020.
b) Approval of Payments – 1st February to 30th February 2020.
c) Approval of Receipts - – 1st February to 30th February 2020.
d) Detailed Income and Expenditure 1st April to 30th February 2020.
e) Earmarked reserves summary.

6. Coronavirus Parish Plan of Action

Update to include planning for future Parish meetings

7. Playing fields, Allotments and Amenities

A) Update on Formal Recreational Spaces
B) Allotments Update

8. Staffing

A) Early Completion of Clerks probation period
B) Staffing Update

9. 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.

10. Time and Venue of next ordinary Council meeting on Tuesday 7th April 2020.

Natasha Carver **Clerk to the council** **Dated** *20th March 2020*

**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.*