HPC HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

# ANNUAL MEETING OF THE FULL COUNCIL

## Notice of meeting to be held on Tuesday 16th May 2023 at 7pm in The Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon. Councillors are summoned to attend for the purpose of transacting the following business.

**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.**

**If you have any symptoms of a respiratory infection, including Covid-19 please do not attend.**

## AGENDA

**Welcome by the Outgoing Chairman**

1. **Election of Chairman of the Council and Declaration of Acceptance of Office**

2. **Election of Vice Chairman of the Council**

3. **To Agree that the Date for the Signing of the Declaration of Acceptance of Office be before, or at, the Meeting of Hellesdon Parish Council on Tuesday 13th June 2023 (1)**

4. **Apologies and acceptance for absence**
To receive and accept valid apologies for absence as previously notified to the Parish Clerk.

5. **Declarations of Interest and Dispensations (2-3)**
To receive Members' Declarations of Interest in Agenda Items and to note the Granting of any Requests for dispensations.

6. **To Receive a Written Report from the Outgoing Chairman**

7. **To Resolve that Hellesdon Parish Council Qualifies to Use the General Power of Competence (4)**

8. **To Appoint Signatories for Orders for Payment (5)**

9. **Committees**

a) To Appoint Members to the Planning Committee (6), Agreed Substitutes (4), Appoint Chairman and Vice Chairman and Review Terms of Reference (6-7)
b) To Appoint Members to the Community Centre Committee (6), Appoint Chairman and Vice Chairman and Review Terms of Reference (8-10)
c) To Appoint Members to the Events Committee (6), Appoint Chairman and Vice Chairman and Review Terms of Reference (11-12)
d) To Appoint Members to the Playing Fields, Allotments and Amenities Committee (6), Appoint Chairman and Vice Chairman and Review Terms of Reference (13-15)
e) To Appoint Members to the Staffing Committee (6), Appoint Chairman and Vice Chairman and Review Terms of Reference (16-17)
f) To Consider Creation of a Community Café Committee, Agree Terms of Reference and Appoint Chairman and Vice Chairman (18-20)
g) To Agree the Policy, Property and Resource Committee to made up of Committee Chairman for all of the above, and Appoint other Member(s) so Membership Equates to 7. To Appoint Chairman and Vice Chairman and Review Terms of Reference (21-24)
h) To Appoint Member to be the Parish Council Internal Scrutineer (Financial Regulation 2.2) (25)

10. **Local Bodies and Groups**

a) To Appoint Member(s) to the Norwich Airport Consultative Committee
b) To Appoint Members(s) to the Safer Neighbourhood Action Panel
c) To Appoint Member(s) to the Western Link Project

**11. To Review the Following Primary Policies:**

a) Standing Orders (26-47)
b) Financial Regulations (48-65)
c) Members' Code of Conduct (66-80)
d) Scheme of Delegation (81-84)
e) Statement of Internal Controls (85-88)
f) Financial Reserves Management (89-91)

**12. To Agree Minutes as a True and Accurate Record of Full Council meeting held 11th April 2023 (92-95)**

**13. 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).

**14. Council Reports**

a) To Receive Clerk's Report (96-98)
b) To Receive Updates from District and County Councillors
c) To Receive Chairman's Report

**15. Financial Matters**

a) To Note Bank Balances - (Abbreviated report as year end will be closed down on completion of Internal Audit)
b) To Note Earmarked Reserves Summary
c) Approval of Payments – April 2023
d) Approval of Receipts – April 2023
e) To Receive Report from Internal Scrutineer

**16. Planning Committee**

a) To note decisions made by the Planning Committee on 25th April 2023 (99-100)

**17. Events Committee**

a) To note decisions made by the Events Committee on 25th April 2023

**18. Policy Property and Resources**

a) To note decisions made by the Policy, Property and Resources Committee on 2nd May 2023 (101-102)

**19. Training**

a) To Consider Upcoming Training Courses and Attendees (103)

**20. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the items 21 and 22 in view of the confidential nature of the business to be transacted**

**21. Staffing Committee**

a) To Note Decisions made by the Staffing Committee on the 18th April 2023 and Associated Updates

**22. Community Centre Outstanding Matters**

a) To Receive Update Report and Consider Further Actions Relating to Outstanding Matters

**23. Matters for the Next Agenda**

Matters raised are for information only and items to be considered for future agendas

**24. Time and Venue of next Council meeting.**

To confirm the time and location of the next meeting of the Full Council as Tuesday 13th June 2023 at 7pm in the Council Chamber

*Faye LeBon* **Clerk to the Council** **Dated** *10th May 2023*