HPC HELLESDON PARISH COUNCIL

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

Notice of meeting to be held on Tuesday 10th May 2022 at 7pm in The Council Chambers, Diamond Jubilee Lodge Wood View Road, Hellesdon. Councillors are summoned to attend for the purpose of transacting the following business.

We ask that anyone showing symptoms of Covid-19 does not attend the meeting.

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 2021/2022 from the Outgoing Chairman**

6. **To appoint signatories to orders of payment**

7. **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. Events

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. Acquisition of Land
   II. Community Apiary and Orchard
   Panels - 3 members to constitute a panel from 6 appointees
   III. Staff Appeals Panel
   IV. Complaints Panel
   V. Staff Interview Panel
   VI. 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 Agree the Terms of Reference for the Committees (Standing Order 5. J. vi)
   I. Planning
   II. Playing Fields Amenities & Allotments
   III. Property Policy & Resources
   IV. Hellesdon Community Centre
   V. Staffing
   VI. Events
f) To Appoint Council's Internal Scrutineer, in accordance with Financial Regulation 2.2

8. To review the following policies:
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) Statement of Internal Controls
f) Financial Reserves Management

9. Minutes from Full Council meeting held 12th April 2022

10. To Receive Proposal that all Budget Setting Meetings to be Held in the Evening

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

13. Financial Matters
a) Bank Balances – April 2022. (Abbreviated report as year end will be closed down on completion of Internal Audit)
b) Earmarked reserves summary.
c) Approval of Payments – April 2022.
d) Approval of Receipts – April 2022.

14. Planning
To note recent planning decisions made by the planning committee on 12th & 26th April 2022

15. To Consider Request to Extend Opening of Parks on Sundays and Bank Holidays

16. To Receive Progress Report on Buildings Works to the Community Centre

17. To Receive Report from the Events Working Group

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 item 19 in view of the Commercial Confidentiality of the Item and 20 in view that the Item refers to Terms of Service of Employment. If resolved, such items to be dealt after the item that confirms details of the next meeting.

19. To Consider Tender Prices for Improvements to Community Centre (Refurbishment of WCs and Changing Rooms, Creation of a Referee's Room and Additional Storage Space).

20. To Receive Report from Staffing Committee Meeting held on 9th May 2022

21. **Exchange of information only.**

22. **To Agreed Time and Venue of Extraordinary Meeting to Consider Response to Planning Application 20220391 (Persimmon Homes P3)**

23. **Time and Venue of next Council meeting.**
    To confirm the time and location of the next meeting of the Full Council as Tuesday 14th June 2022 at 7pm at Diamond Jubilee Lodge, Woodview Road, Hellesdon

Faye LeBon **Clerk to the Council** **Dated: 4th May 2022**