HPC HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Notice of Hellesdon Community Centre Committee meeting to be held on Wednesday 17 May 2017 at 7pm 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. **Nominations for and Election of Chairman**
2. **Nominations for and Election of Vice Chairman**
3. **Apologies and acceptance for absence**
4. **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.
5. **To consider and agree Scheme of Delegation Committee Terms of Reference for recommendation to full council**
6. **To set dates of committee ordinary meetings for the ensuing year**
7. **Approval of minutes of meeting dated 11 April 2017.**
8. **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).
9. **General Matters**
   9.1 Progress report from Facilities Administrator.
   9.2 Discussion on the Health and Safety Audit undertaken by Mr. Alan Bunting and delegation to the office staff for undertaking essential works.

11. **Exchange of Information**

12. **To confirm the date, time and venue of next meeting – Tuesday 15th August 2017 at 7pm.**

MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND

Mrs Mo Anderson-Dungar **Proper Officer of the Council** **dated** 10 May 2017