HELLESDON PARISH COUNCIL
The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
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Notice of a Meeting of Community Cafe Committee to be held on Wednesday 20th March 2024 3pm in The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon Committee members are summoned to attend for the purpose of transacting the following business.

Under the Openness of Local Government Bodies Regulations 2014, 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.

WELCOME

1. **Apologies and acceptance for absence**

2. **Declarations of Interest and Dispensations (1-3)**
   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)***

3. **To Agree the Minutes of the Meeting of 1st November 2023 as a True and Accurate Record of the Meeting (4-6)**

4. **Public Participation**
   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. **To Receive Financial Report for Community Cafe (7)**

6. **Volunteer Arrangements (8-13)**
   a) To Receive Report into Volunteer Requirements for Community Café and Community Fridge
   b) To Agree Volunteer Policy and Agreement

7. **Items for the Next Agenda**

8. **To confirm the date, time and venue of the next meeting**

Faye LeBon **Clerk to the Council** **Dated 14th March 2024**