HELLESDON PARISH COUNCIL

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

Notice of meeting to be held on Tuesday 14th May 2024 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 Chairman

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

2. **Election of Vice Chairman of the Council (1)**

3. **Apologies and acceptance for absence (1)**

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

4. **Declarations of Interest and Dispensations (2-4)**

To receive Members' Declarations of Interest and to note the Granting of any Requests for dispensations.

5. **Committees (5-28)**

a) To Appoint Members to the Planning Committee (6), Appoint Chairman and Vice Chairman and Review Terms of Reference
b) To Appoint Members to the Community Centre Committee (6), Appoint Chairman and Vice Chairman and Review Terms of Reference
c) To Appoint Members to the Events Committee (7), Appoint Chairman and Vice Chairman and Review Terms of Reference
d) To Appoint Members to the Playing Fields, Allotments and Amenities Committee (6), Appoint Chairman and Vice Chairman and Review Terms of Reference
e) To Appoint Members to the Staffing Committee (7), Appoint Chairman and Vice Chairman and Review Terms of Reference
f) To Appoint Members to the Community Cafe Committee (6), Appoint Chairman and Vice Chairman and Review Terms of Reference
g) To Consider Creation of an Environment Committee, Agree Terms of Reference and Appoint Chairman and Vice Chairman
h) 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
i) To Appoint Member to be the Parish Council Internal Scrutineer (as required by Financial Regulations)

6. **Local Bodies and Groups (29)**

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
d) To Appoint Member to represent the council at meetings of Norfolk ALC
e) To Appoint Armed Forces Representative

7. **To Review the Following Primary Policies: (30-105)**

a) Standing Orders
b) Financial Regulations
c) Members' Code of Conduct
d) Scheme of Delegation
e) Statement of Internal Controls
f) Financial Reserves Management
g) Councillor / Officer Protocol

8. To Agree Minutes as a True and Accurate Record of Full Council meeting held 9th April 2024 (106-110)

9. 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).

10. Council Written Reports (111-114)

a) To Receive Clerk's Report ()
b) To Receive Updates from District and County Councillors
c) To Receive and Verbal Updates from the Chairman

11. 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 2024
d) Approval of Receipts – April 2024
e) To Appoint Signatories for Orders for Payment

12. Planning Committee (115-118)

a) To note decisions made by the Planning Committee on 9th April and 23rd April 2024

13. Events Committee

a) To note decisions made by the Events Committee on 8th May 2024 (verbal report)

14. Policy Property and Resources

a) To note decisions made by the Policy, Property and Resources Committee on 29th April 2024 (119-120)
b) To Review Risk Assessments for the Community Café and Associated Areas (121-125)

15. Community Centre

a) To Receive Finalised Account for the Roofing Contract (126)
b) To Receive Update on WC Refurbishment Projects, Phases 1 and 2 (127)

16. 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 17 in view of the confidential nature of the business to be transacted

17. Staffing Committee

a) To Note / Ratify Decisions made by the Staffing Committee on the 22nd April and 8th May 2024 and Associated Updates

18. Matters for the Next Agenda

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

19. Time and Venue of next Council meeting.

To confirm the time and location of the next meeting of the Full Council as Tuesday 11th June 2024 at 7pm in the Council Chamber

Faye LeBon **Clerk to the Council** **Dated** *9th May 2024*