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 13th May 2025 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**

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

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

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

5. **Committees**

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 Appoint members of an Environment Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference.

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
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/Note Member to represent the council at meetings of Norfolk ALC

d) To Appoint Armed Forces Representative

7. To Review the Following Primary Policies:

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 8th April 2025

9.Public Participation
a) 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 Reports**
a) No clerks report due to capacity to produce clerks report

11. **Financial Matters**
a) Bank Reconciliation – 30th April 2025
b) Earmarked Reserves Summary 30th April 2025
c) Approval of Payments – 30th April 2025
d) Approval of Receipts – 30th April 2025
e) Detailed Income and Expenditure 30th April 2025

12. **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 13, 14, 15 in view of the confidential nature of the business to be transacted**

13. **Verbal update and note decisions made on 13th May 2025 by Staffing Committee.**

14. To note and make decisions regarding correspondence received on 25th April 2025

15. To note and make decisions regarding correspondence received on 30th April 2025

16. **Matters for the Next Agenda**
Matters raised are for information only and items to be considered for future agendas

17. **Time and Venue of next Council meeting.**
Tuesday 10th June 2025, commencing at 7pm at Diamond Jubilee Lodge

Harry Clark **Deputy Clerk to the Council** **Dated** *7th May 2025*