

ANNUAL MEETING OF THE FULL COUNCIL

**Notice of meeting to be held on Tuesday 12 May 2026 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.

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. To Agree Minutes as a True and Accurate Record of Full Council meeting held 14 April 2026**
- 6. 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).
- 7. Council Reports**
To receive a report from the Clerk and note.
To receive a report from the District and County Councillors and note.
To receive a report from the Chairman and note.
- 8. Financial Matters**
Bank Reconciliation – 31 March 2026
Earmarked Reserves Summary 31 March 2026
Approval of Payments – 31 March 2026
Approval of Receipts – 31 March 2026
Detailed Income and Expenditure 31 March 2026

9. 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 be 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)

10. Local Bodies and Groups

a. To Appoint Member(s) to the Norwich Airport Consultative Committee

b. 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

e. To receive report from (outgoing) Member(s) of the Norwich Airport Consultative Committee meeting held 22nd April 2026.

11. Committees

To receive reports from the (outgoing) Chairs of Committees and note:

a) Events Committee – meeting held 20 April 2026 draft minutes attached and 11 May 2026.

b) Planning Committee – meetings held 28 April 2026 and 12 May 2026.

c) Staffing Committee – meeting held 14 April 2026 draft minutes attached.

d) Environment Committee – meeting held 12 May 2026.

e) Playing fields, Allotments and Amenities Committee – no meetings since last Full Parish Council meeting.

f) Community Centre & Café Committee - no meetings since last Full Parish Council meeting.

12. 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

- 13. To consider request from YMCA Norwich to hold an event in the foyer of the Community Centre.**
- 14. To consider requesting permission for Gateway Vineyard Church to hold an event on Hellesdon Recreational Ground on Sunday 16 August 2026.**
- 15. Time and Venue of next Council meeting to be confirmed as:**
Tuesday 9 June 2026, commencing at 7pm at Diamond Jubilee Lodge

Jonathan Hall

Clerk to the Council

Dated 6 May 2026