

## PARISH COUNCIL MEETING

Notice of meeting to be held on Tuesday 5<sup>th</sup> September 2017 at 7.00pm in  
Hellesdon Community Centre, Wood View Road, Hellesdon,  
for the purpose of transacting the following business.

## 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. **Apologies and acceptance for absence**
2. **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.
3. **To receive approval of minutes of the Annual Parish Council Meeting held on 1<sup>st</sup> August 2017 from those members present at the respective meeting**
4. **Public Participation** (as permitted by Standing Order 3d & 5kxiii)  
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. **Report from Police to include Parish Crime Figures.**
6. **Report from County Councilor**
7. **Reports from District Councilors**
8. **Report from:**
  - **Parish Council Chairman**
  - **Council Administrator**
9. **Financial Matters**
  - 9.1 Bank Reconciliation – up to date.
  - 9.2a Approval of Accounts – Payments – 1<sup>st</sup> April to 31<sup>st</sup> July 2017.
  - 9.2b Approval of Accounts – Receipts – 1<sup>st</sup> April to 31<sup>st</sup> July 2017.
  - 9.3 Approval and discussion of financial report.
10. **General Matters**
  - 10.1 To note list of items of correspondence not circulated as detailed at the end of this agenda
  - 10.2 To note and discuss the Parish Council's response to the Draft Airport Master Plan consultation 2017.
  - 10.3 To discuss the implications of the new Broadland District Council Emergency Plan.
11. **Activities**
  - 11.1 – Update from Facilities Administrator concerning Senior Residents Christmas Party.
12. **Planning**

- 12.1 Committee meetings
  - To note the minutes of the meetings held on 1<sup>st</sup> and 15<sup>th</sup> August 2017.
  - To address any questions of the meetings.
- 13. **Playing Fields, Amenities & Allotments**
  - 13.1 Committee meetings
    - To note the minutes of the meeting held 15<sup>th</sup> August 2017.
    - To address any questions of the meeting.
- 14. **Media & Communications**
  - 14.1 Committee meetings
    - To note the minutes of the meeting held 21<sup>st</sup> August 2017.
    - To address any questions of the meeting.
- 15. **Property, Policy & Resources**
  - 15.1 – Nothing for meeting
- 16. **Hellesdon Community Centre**
  - 16.1 Committee meetings
    - To note the minutes of the meeting held 22<sup>nd</sup> August 2017.
    - To address any questions of the meeting.
- 17. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following item(s) in view of the confidential nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.**
- 18. **Staffing** - any consideration of a personal and/or confidential matter to be considered following a resolution to exclude the press and public
  - 18.1 Committee meetings
    - To note the minutes of the meeting held 29<sup>th</sup> August 2017.
    - To address any questions of the meeting.
  - 18.2 To receive an update from a recent appeal process from the Staffing Committee.
  - 18.3 To discuss the initiation of a staffing review.
- 19. **Exchange of information**
- 20. **Time and Venue of next Council meeting on Tuesday 3<sup>rd</sup> October 2017 at 7pm.**

## CLOSE

Note to Members – Register of Members Interest

Should any change need to be made to your form please be reminded that this should be actioned within 28 days of the change

## THE PUBLIC ARE INVITED TO ATTEND THE ABOVE MEETING

*Mrs Mo Anderson-Dungar* Proper Officer of the Council dated 30<sup>th</sup> August 2017

List of items of correspondence not circulated for 5<sup>th</sup> September 2017 – nothing for this item