

# GREAT WITCHINGHAM PARISH COUNCIL

You are hereby summoned to attend the Annual Parish Council Meeting of Great Witchingham Parish Council at Great Witchingham Village Hall on Monday 15 May 2017 at 7:30pm.

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND**

1	<b>Election of Chairman, to Sign Declaration of Acceptance of Office</b>
2	<b>To receive apologies for absence</b>
3	<b>To Elect a Vice-Chairman</b>
4	<b>To receive members' declarations of interests for meeting tonight.</b>
5	<b>To receive the Chairman's notices</b>
6	<b>To approve the minutes of the last council meetings held on 20 March 2017.</b> (attached)
7	<b>To receive information on matters arising from the minutes not covered elsewhere on the agenda.</b>
8	<b>To note the recent police report</b> (to follow)
9	<b>To adjourn the meeting to allow public participation</b>
10	<b>To discuss updates on the playground / village hall</b> • Land Transfer
11	<b>To consider outstanding correspondence (attached)</b> • Norfolk Alliance Meeting
12	<b>To consider and reconfirm the following policies:-</b> <b>Standing Orders,</b> <b>Code of Conduct,</b> <b>Risk register</b> <b>Internal controls</b> <b>Financial Regulations (attached).</b>
13	<b>To receive an update on Clayhall Farm</b>
14	<b>To consider any outstanding planning applications or planning matters received since the agenda was published</b> • Atlas Works Update
15	<b>To discuss finance issues:</b>
a)	To agree payment of accounts:-  <ul style="list-style-type: none"> <li>• Clerk salary, tax and expenses April and May 2017(£439.00) – (standing order of £189.70 paid on 1 April and 1 May); cheque for £59.60</li> <li>• Village Hall room hire (£20)</li> <li>• Donation to Church for grounds maintenance (£700) from S137 money</li> <li>• Norfolk Association of Local Councils (£146.65) Annual Subs</li> </ul>

b)	<ul style="list-style-type: none"> <li>Clare Morton (£25) – internal audit</li> </ul>
c)	To note receipt of the precept (£4532)
d)	To consider the updated accounts (to follow)
e)	To complete the Governance Statement and sign the Annual Return
	To consider the annual insurance quote (£TBC)
16	<b>To discuss public access agreements and public rights of way.</b>
17	<b>To raise any other matters (items for information only).</b>
18	<b>To consider excluding the public due to the confidential nature of the following business</b>
19	<b>To consider applications received for the role of Parish Clerk</b>

Date and time of next meetings:

Monday 19 June  
Monday 17 July  
Monday 18 September  
Monday 16 October  
Monday 20 November

Signed: .....*Sonya Blythe*.....  
Clerk to the Parish Council

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