

SNETTERTON PARISH COUNCIL

3 April 2019

Members of the public are invited to attend a Meeting of Snetterton Parish Council to be held in the Visitor Centre Meeting Room, of World Horse Welfare, Hall Farm, Snetterton, on Wednesday, 10 April 2019 at 6.30 p.m. for the purpose of transacting the following business.

Helen Foley
Chairman & Acting Clerk to the Council

Agenda

1. **To appoint** Mr Julian Gibson as Clerk and Responsible Financial Officer to the Council.
2. **To authorise** the Chairman to sign the contract with the Clerk, based on the Model produced and approved by the National Association of Local Councils and the Society of Local Council Clerks. (Note: The Clerk will prepare Expenses, Sickness Absence and Health and Safety Policies for approval by the Council in due course.)
3. **To note**, in accordance with para. 10 of the above contract that the new Clerk is employed as Clerk to Roudham & Larling Parish Council, Stow Bedon & Breckles Parish Council, Whinburgh & Westfield Parish Council and Wretham Parish Council, and **to authorise** the giving of written consent for this.
4. **To note** that the Clerk will be making an audio recording of all meetings, this recording to be used to assist him with drawing up the draft minutes (he having no shorthand), and that immediately after doing so the recording will be deleted.
5. **To consider accepting** the reasons for any apologies for absence.
6. **Declarations of interest** in items on the agenda. Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests or Other Interests that are not currently included in the Register of Interests. Members are reminded that they are not to participate in the whole of an agenda item in which they have an Interest. In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, in support of the seven Nolan Principles, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
7. **To consider** any applications made by Members for a dispensation to allow them to participate and vote on an agenda item in spite of a Disclosable Pecuniary Interest.
8. **Public participation session.** The Council invites members of the public to make representations, answer questions, and give evidence in respect of any item of business included in the agenda or about matters of Parish interest. Please note that the Council is unable to make a decision binding in law at this meeting unless the item is already included on the published agenda. It can, though, place the matter on the agenda for discussion at a future meeting.
9. **To confirm** and **sign** the minutes of the meeting held on 24 January 2019.
10. **To report** matters arising from the minutes not on the agenda: **for information only.**
11. **To receive** any Correspondence (available at the meeting).

12. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
13. **To receive** an update from the Chairman regarding a new mandate for the Council's accounts with Lloyds Bank Plc, and **to confirm** the Council's future signing instructions.
14. **To adopt** a Code of Conduct based on the template provided by the National Association of Local Councils, in order to comply with the requirements under section 27 of the Localism Act 2012.
15. **To note** that, since 30 January 2015, when *The Local Government (Electronic Communications) (England) Order 2015* came into force, it has been legal, where Councillors request it, for summonses to Council Meetings to be sent electronically, and **to consider** completing the necessary consents for this, in order to reduce postage costs.
16. **To note** that the new Clerk has been trying to create an Asset Register, as recommended in *Governance and Accountability for Smaller Authorities in England - A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements*, and **to agree** the insurance valuations for the items correctly identified.
17. **To consider** instructing the Clerk to arrange for the Council to once again subscribe to Membership of Norfolk Association of Local Councils.
18. **To agree** a schedule of possible meeting dates for 2019/20.
19. **To note** that the Clerk has identified a number of documents that he would have expected the Council to have which appear to be missing, and **to attempt** to identify where these might be.
20. **Finance.**
 - 20.1. **To receive** the Monthly Financial Report.
21. **To decide** on any matters for consideration at next meeting.
22. **To confirm** the date of the next meeting, the Annual Meeting of the Parish Council (previously referred to as the AGM), as **Wednesday, 15 May 2019**, at 6.45 p.m. in the Visitor Centre Meeting Room, of World Horse Welfare, Hall Farm, Snetterton. (Note: The Annual Parish Meeting (previously referred to as the Annual Assembly) will commence at 6.30 p.m.)

Possible Future Meeting dates:

Wednesday, 15 May 2019*	Wednesday, 18 September 2019	Wednesday, 15 January 2020
Wednesday, 19 June 2019	Wednesday, 16 October 2019	Wednesday, 19 February 2020
Wednesday, 17 July 2019	Wednesday, 20 November 2019	Wednesday, 18 March 2020
Wednesday, 14 August 2019	Wednesday, 18 December 2019	

* Annual Parish Meeting and Annual Meeting of the Parish Council