

TROWSE with NEWTON PARISH COUNCIL
The Manor Rooms, The Street, Trowse, Norwich NR14 8ST
E-mail: trowsepc@yahoo.co.uk Tel: 07899798853

You are summoned to the Annual meeting of
Trowse with Newton Parish Council
to be held on Wednesday, 15 May 2019 at 7.15pm
in the Manor Rooms, The Street, Trowse
for the purpose of transacting the following business

Gina Laper

10.05.19

Clerk to Trowse with Newton Parish Council

AGENDA

1) Election of Chairman

To nominate Chairman & sign the Declaration of Acceptance of office

2) Election of Vice-Chairman

To nominate Vice-Chairman & sign the Declaration of Acceptance of office

3) Apologies for absence

4) Declarations of interest

Members should declare personal or prejudicial interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared, the member must disclose the interest and withdraw from the meeting when the item is discussed.

5) Suspension of meeting for Public Participation

10 MINS

Resolution to suspend the meeting to invite members of the public to speak

6a) Minutes of the meeting held 24 April 2019 – for acceptance

5 MINS

6b) Minutes of the Annual Parish meeting held 24 April 2019 – for accuracy only

7) Councillors' Reports – to receive brief reports not on the agenda

10 MINS

a) Induction Training for all Councillors –

b) Councillor Volunteers to facilitate use of:

SAMs machine

Defibrillator

8) County Councillor's Report – to receive a written or verbal report

5 MINS

<u>9) District Councillor's Report</u> – to receive a written or verbal report	5 MINS
<u>10) Planning matters</u>	10 MINS
a) Applications received to date (if any) - for consideration	
b) Decision notices received to date (if any) – for information	
c) Planning correspondence – for consideration	
i) Norfolk Homes – update	
<u>11) Finance matters</u>	15 MINS
a) Annual review of effectiveness of internal audit – for consideration	
b) Annual review of financial risks – for consideration	
c) Annual review of asset register – for consideration	
d) Annual review of insurance – for resolution	
e) Cheque signatories – for resolution	
f) Management of bank account – update from Cllr Smith	
g) Receipt of precept 1 st instalment – for information	
<u>12) Standing Orders And Financial Regulations</u>	5 MINS
Review of Standing Orders and Financial Regulations	
<u>13) Allotments, Common, Cemetery & Churchyard</u>	5 MINS
a) Churchyard code of practice – for consideration	
b) Allotment tenancy agreement – for consideration	
<u>14) Police and Highways</u>	10 MINS
a) Welome to new Beat Manager PC Sherry Locke – for information	
b) Residents correspondence re: parking – for consideration	
c) Vans in Whitlingham Lane – update	
<u>15) Correspondence received to-date</u>	5 MINS
a) Trowse Primary School Summer fete – raffle and stall request	

MAXIMUM MEETING TIME IS TWO HOURS