







Agenda for Pulham St Mary Annual Parish Council Meeting

Councillors of Pulham St Mary Parish Council are summoned to attend the Annual Parish Council Meeting to be held at The Pennoyer Centre on Wednesday 15th May 2019 at 7.30pm
Press and Public are invited to attend and to address the Council at its Public Forum
(Relevant correspondence copied or e-mailed to Councillors where marked  or e)

- 7.30***
- 1: To elect a Chairman and receive declaration of acceptance of office, to elect a Vice Chairman.**
 - 2: To receive declaration of acceptance of office from councilors elected, to accept apologies for absence, declaration of acceptance & declaration of interests**
 - 3: To consider co-option to cover current casual vacancy**
 - 4: To approve Minutes of last meeting of 9th April 2019**
- 7.40***
- 5: Review and appointment of representatives to existing Committees/Sub-committees and consideration of new committees**
 - a) *Sports & Recreation Sub-Committee – currently Cllrs Burrridge, Albon, Scanlan & Langshaw*
 - b) *Planning Sub-Committee – currently Cllrs Albon, Langshaw, McDaniel, Ellam, Scanlan and Clarke*
 - c) *Data Protection Committee – currently Cllrs Ellam, McDaniel, Scanlan and Hudson*
- 7.50***
- 5: Review, consider amendments and adoption as required of;**
 - Review Standing Orders:** Currently specific standing orders for PSM cover 1) Length of service of Chairman 2) Spending Powers of Clerk 3) Planning Applications Procedure
 - Consider amendments Financial Regulations:** e
 - Review Procedure Policies:** PSM Complaints Policy, PSM Media Policy, PSM Health & Safety Policy, PSM Equal Opportunities Policy and PSM Data Protection Policy
 - Consider adoption of Risk Management Policy:** e
 - Consider adoption of the DP Committee ‘Terms of Reference’** e
& PSM Person Data Control Schedule e
 - Review arrangements for;**
 - Information available under the Freedom of Information Act**
 - 2 x Privacy Notices**
 - Contributions made for work completed by other authorities and bodies**
 - Representation or work with other bodies**
 - Review;**
 - Inventory of assets and insurance cover – to be updated end of May, when insurance renewal completed**
 - Memberships of other bodies, currently NALC, NPFA, ICO**
 - Dates of meetings for coming year**
- 8.05***
- 6: Matters Arising: (for information only)**
 - a) **Parish Website – Update**
- 8.10***
- 8: Chairman’s Report:**
- 8.20***
- 9: Reports from County & District Councilors:**
- 8.30***
- 10: Public Forum:**
- 8.55***
- 11: Items for Discussion/Ratification:**

Planning Applications - Previously listed

2019/0485 Orchard Barn - Application withdrawn

2019/0761 I West View Terrace, Mill Lane – Request approval

2019/0774 Crossingford Barn, Garlic Street – Request approval

New Applications

2019/0802 Grange Farm, construct stable

2019/0910 Barn at Kemps Farm, prior Approval for proposed change of use

- **To ratify cost to repair SAM**
- **To further consider village signs/notice boards/planters**
- **To further discuss CIL funding/consultation/community projects**
- **To consider subscriptions for 2019/20**
- **To consider request from Scope** ☒e

9.15*

12: Accounts: ☒e

- Presentation of Income & Expenditure for May 2019 ☒e
- To review/ratify current standing order arrangements, currently – BT, Eon, Wave, ICO
- *Presentation of the Internal Audit Report for the Y/E 31st March 2019*
- *To approve the Governance Statement for 2017/18 (AGAR Part 3)*
- *To approve the Accounting Statement for 2017/18 (AGAR Part 3)*

9.20*

13: Other Reports:

- i. Sports & Recreation Committee
- ii. Tree/Footpath Wardens
- iii. SAM data report

9.30*

15: Date of Next Meeting: Tuesday 21st May 2019 APM at 7pm and the monthly parish meeting on Tuesday 14th June 2019 at 7.30pm both at the Pennoyer Centre

* Times shown are for guidance only

L Shulver

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4th May 2019