

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 to be held by conference call on Tuesday 14th April 2020 at 7.30p.m (**decisions confirmed, to be further ratified at next quorate council meeting, attended in person**)

Press and Public are invited to attend and to address the Council at its Public Forum – details for inclusion can be obtained from the parish clerk on 01986 788048 Permission to record, broadcast or transmit proceeding must be sought from Council prior to the meeting

(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 apologies for absence & declaration of interests
3: To approve Minutes of last meeting of 14th April 2020
- 7.40*** **4: Review and appointment of representatives to existing Committees/Sub-committees and consideration of new committees**
a) *Sports & Recreation Sub-Committee – currently Cllrs Burridge, 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;**
Standing Orders
Financial Regulations
Review Procedure Policies: PSM Complaints Policy, PSM Media Policy, PSM Health & Safety Policy, PSM Equal Opportunities Policy, PSM Grievance & Disciplinary Policy, PSM Training & Development Policy, PSM Data Protection Policy, PSM Risk Management Policy & Risk Assessment Schedule
- 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 fixed assets and insurance cover – to be updated following completion of the insurance renewal
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** – Statutory records and news Items have been updated
b) **Replacement of defibrillator** – Current lead time has been extended due to delay from supplier because of Covid-19 restrictions
c) **Current village improvement projects** – Pending relaxation of current national lockdown regulations.
- 8.10*** **8: Chairman’s Report:**
- 8.20*** **9: Reports from County & District Councillors:**
- 8.30*** **10: Public Forum:**
- 8.55*** **11: Items for Discussion/Ratification:**
Planning Applications –New Applications
2020/0740 Erection of single storey extension to front of dwelling including external alteration.
Erection of garage

- To discuss formal register of interest on the Kings Head
- To consider requests from NARS and Pricilla Bacon Hospice
- To consider renewal of Parish Insurance Policy for 2020/21
- To consider increase BT 1.3% from 31/3/20 - update on downtime and credit provided
- To consider vacant plot at allotments – update on face book community group
- To consider Recommendation of Internal Audit Report 2019/20 (if required)

9.15*

12: Accounts: ☒e

- Presentation of Income & Expenditure for May 2020 ☒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 2020*
- *To approve the Governance Statement for 2019/20 (AGAR Part 3)*
- *To approve the Accounting Statement for 2019/20 (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: The monthly parish meeting on Tuesday 9th June 2019 at 7.30pm venue TBC

* Times shown are for guidance only

L Shulver

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 4th May 2020