

To members of the Council

You are hereby summoned by the Chairman to attend the next Meeting of

Ditchingham Parish Council

Date: Monday 20th January 2014 at 7.30pm

At: The Village Hall, Ditchingham.

Members of the public are invited to address the Council between 7:30 & 7:55pm. However where there is no further business to discuss, at the discretion of the Chair, parishioner question time will be concluded and the meeting proper commenced. Members of the public are strongly encouraged to be present from the outset of business as the Chair will not re-open this session once concluded.

PARISHIONER QUESTION TIME

Lead

*Guide
minutes*

*[Members of the public are invited to informally address the Council BEFORE the start of the meeting proper and may use this session as an opportunity to express their views or opinions on any matter **listed on the Agenda for the forthcoming meeting**.*

Members of the public may also choose to indicate that they would like the opportunity to speak on a given topic in the meeting proper; this opportunity will be allowed at the discretion of the Chair; however any opportunity so allowed may be time restricted, also at the discretion of the chair.

*Any matter **not listed on the Agenda for the forthcoming meeting** that a member of the public wishes to discuss will be progressed to the extent time permits and that no Council decision is required. Where a Council decision is required this will be considered for inclusion on the Agenda of the next meeting; or for referral to the appropriate Council sub committee.*

*Where more than one person wishes to speak on the same or similar topic(s) from one or more interest groups (of the same opinion) the Chair, at his discretion, will request that such group or groups appoint a spokesperson. Whilst speakers may add their support to what has already been said, full repetition will be curtailed. Speakers will be limited to **3 minutes each**.]*

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| A | To introduce the new Clerk SALLY CHAPMAN | <i>Clerk</i> | <i>5</i> |
| B | To be addressed by a representative(s) of Emmaus Norwich | <i>Public</i> | <i>5</i> |

For the purpose of transacting the following business:

The meeting proper will commence at 8:00pm; or at the discretion of the Chair as soon as possible after 7:30pm. where there is no further business under 'parishioner question time'.

AGENDA

Lead

*Guide
minutes*

Items on the Agenda will be time limited with the aim that no single topic exceeds the guide duration indicated in the column to the right with the aim that no meeting closes later than 9.30pm

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| 1 | To accept apologies for absence. | <i>Clerk</i> | <i>1</i> |
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[Members are required to attend all possible meetings so summoned. Any member who does not attend throughout 6 consecutive months will cease to be a member of the Council unless reason was given and approved by the Council in advance of that 6 month period expiring; (however attendance at a meeting of a committee, or sub-committee or at a joint committee of the council and another local authority is deemed to be attendance)].

2	Register of Members Interests - Declaration of Interests	Clerk	3
	<i>[Members are invited to declare personal or prejudicial interests in items on the agenda. It is a requirement that declarations from a member include the nature of the interest and whether it is personal or prejudicial.]</i>		
3	To confirm the minutes of the meeting held on 19 th November 2013	Clerk	4
	<i>[This item for the purpose of confirming accuracy and completeness only]</i>		
4	To report matters arising from the minutes not on the agenda nor included in committee reports.	Clerk	1
	<ul style="list-style-type: none"> • NB: at the date of drafting this agenda there are no issues to report 		
	<i>[For information only. Any discussion on these matters is restricted to questions of fact; any question of further or future decision may not be discussed].</i>		
5	To formally record the appointment of new Clerk.	Chair	1
	<i>[To formally record the appointment of the new Clerk.]</i>		
6	To formally adopt draft policies required and referenced in the Clerk's contract of employment.	Chair	5
	<ul style="list-style-type: none"> • 6.a Expenses Policy • 6.b Grievance and Disciplinary Policy • 6.c Sickness and Absence Policy 		
	<i>[To formally adopt policies drafted by the Finance and Resources ADVISORY Committee.]</i>		
7	To receive reports (if present) from:	Police	5
	<ul style="list-style-type: none"> • 7.a Police • 7.b Others (by invitation) 		
	<i>[Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair. [MAX 5 minutes per report]</i>		
8	Finance. To:	Clerk	10
	<ul style="list-style-type: none"> • 8.a Approve cheques. [Annex A] • 8.b Receive a report by the RFO. [Annex B] 		
	<i>[Audit and Budget reports are normally provided quarterly (Jan, May, July, Nov). Cheques may be issued without full Council approval in accordance with delegated powers, but must then be subsequently approved].</i>		
9	To receive a report (if required) from the Planning Committee.	Com. Chair	5
	<ul style="list-style-type: none"> • Planning applications. [Annex C] 		
	<i>[Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair].</i>		
10	To consider the membership of the Planning Committee	Com. Chair	5
	<ul style="list-style-type: none"> • Vacancy arising from the resignation of Frank James 		
	<i>[Stephen Read has indicated a willingness to serve on this Committee].</i>		
11	To receive tabled internal reports (if required) from Advisory Committees	Com. Chairs	20
	<ul style="list-style-type: none"> • 11.a Planning & Highways • 11.b Local Development • 11.c Maintenance and Environment • 11.d Finance & Resources 		
	<i>[Reports to be delivered without interruption. Questions and discussion to be allowed at the</i>		

discretion of the Chair. Chairs reports and papers to be distributed at the meeting]

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| 12 | To consider external reports | | |
| | • 12.a County Councillor | MS | 5 |
| | • 12.b District Councillor | PA | 5 |

[Maximum 5 minutes per report. Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair].

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| 13 | Consider issues not decided by Committees | | 1 |
| | • NB: at the date of drafting this agenda there are no issues to determine | | |

[To discuss further the requirements and the process by which these will be progressed].

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| 14 | To Notice Correspondence received | Clerk | 10 |
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[The Clerk will report on correspondence].

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| 15 | Urgent Other Business | Chair | 1 |
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[The Chair will invite Councillors to identify any Urgent Other Business that must be discussed at the current meeting. Given that insufficient notice will have been received on any item so discussed; the Council may not make decisions on these items. Any item requiring a decision of the full Council must be determined after proper notice. The Chair may at his discretion, note, but not permit discussion on, matters that in his sole opinion, are not Urgent.]

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| 16 | To confirm the date and time of next scheduled meetings | Clerk | 2 |
| | • Full Council meeting being 17 th March 2014 7:30pm | | |
| | • Planning Committee meeting 17 th February 2014 6:00pm if required. | | |

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| 17 | To receive items for the next agenda. | Clerk | 3 |
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[To record items proposed as business for the next meeting. The Chair will request that the Clerk notes items proposed but will not permit discussion on any item so proposed.]

Annex.	Description	Reference
A	Cheques	8.a
B	Finance report (if available)	8.b
C	Planning applications (if required)	9

Appendix	Description	Reference
1a	Expenses Policy	6.a
1b	Grievance and Disciplinary Policy	6.b
1c	Sickness and Absence Policy	6.c