

To members of the Council and to invite members of the public

You are hereby summoned by the Clerk to attend the next Meeting of:

## Ditchingham Parish Council

**Date: Monday 18<sup>th</sup> May 2015 at 8.00pm**

**At: The Village Hall, Ditchingham.**

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 the 'Annual Parish Meeting'.

### PARISHIONER PARTICIPATION

This meeting following the Annual Parish Meeting will not include opportunity for public participation, as this opportunity is included in the Annual Parish Meeting. Members of the public are invited to inform the Clerk in advance of any matters that may be tabled in the course of transacting business on the Agenda.

All newly elected Councillors to complete a **DECLARATION OF ACCEPTANCE OF OFFICE** and signed by a witness before the start of the meeting.

### AGENDA

Lead Guide  
Mins

*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.*

- |   |               |   |
|---|---------------|---|
| 1. To appoint a <b>Chairman</b>   | Ret.<br>Chair | 3 |
| <i>[Members are reminded that it has been customary for this Council to elect to the Chair the Vice Chair who has served for two years. This practice is neither adopted policy or included within Standing Orders. The Chair in the first instance will propose that this customary practice is exercised this year also. Members are invited to propose an alternative Chair for election. Until the new Chair has been appointed the retiring Chair controls the meeting and has a casting vote]</i> |               |   |
| <i>In the interest of ensuring that the meeting is conducted in an efficient manner and consistent with last year's approach the Chair will adjourn the meeting for a show of hands to establish which members are prepared to stand as Chair, and which members are prepared to stand as vice Chair. On completing the show of hands and having established any conditions attached to that preparedness, the Chair will reconvene the meeting].</i>   |               |   |
| 2. To appoint a <b>Vice Chairman</b>  | Chair         | 3 |
| <i>[The Chair as appointed at item 1 above will now preside].</i>   |               |   |
| 3. To consider <b>Apologies</b> for Absence   | Clerk         | 1 |
| <i>[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)].</i>  |               |   |
| 4. Register of <b>Members Interests/Declaration of Interests</b> and to <b>Consider requests for Dispensation</b>   | Clerk         | 1 |
| <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</i>  |               |   |

*is personal or prejudicial]*

5. Co-option to fill **Casual Vacancies** Chair 10  
To consider a draft policy on Co-Option (Annex A).

*[It will be assumed members have read the draft policy circulated with the agenda].*

6. To elect **Committees** Chair 5

*The Chair in the first instance will propose that existing arrangements regarding membership are extended. This practice is neither adopted policy or included within Standing Orders. Members are invited to propose alternative membership for election.*

*This item is to elect committee membership only, the election of chairs to the Committees is delegated to the Committee as newly elected, save as for the Finance and Resources committee where ToR mandate that the Chair of the Full Council is appointed as Chair. The Council Chair will nominate temporary Chairs of the Committees pending the Committees' first meetings (and to ensure such meetings are convened).*

*Each item will be considered as a separate item of business as follows:*

- a) Planning & Highways
- b) Local Development
- c) Maintenance & Environment
- d) Finance & Resources

*Please note that the election of Finance & Resources Committee is for one Councillor member only, the other members of The Finance & Resources Committee being the Chairs of the other committees as elected above.*

7. To **Confirm the Minutes** of the meeting held on **Monday 16<sup>th</sup> March 2015** Chair 5

*[This item for the purpose of confirming accuracy and completeness only. Draft Minutes have been previously distributed with the Agenda and will be assumed to have been read. The Chair will ask Councillors if they agree the minutes; or if amendments are needed. If no Councillors request amendments the Chair will move that they be agreed and signed; in the event that any Councillor proposes any amendment the Chair will request comments against each Agenda Item in sequence. The Chair will sign the minutes at the end of the meeting.]*

8. **Matters Arising** Clerk 2

- a) Report matters arising from the minutes not on the agenda, nor included in committee reports.
- b) Attend to a list of outstanding items that have previously been noted as requiring the Council's action.

*[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. Open issues will be addressed as appropriate under the relevant item of business on the agenda].*

9. To **appoint** a member to the **Village Hall Committee** Chair 5

*[Councillors are reminded that Keith Weston is an independent village hall committee members. Councillors are asked whether this Council wishes to appoint a member in an official Council capacity].*

10. **Finance** to: Chair 5

- a) To be advised of the Financial outturn 2014-15 (Annex B)
- b) To receive a report from the Internal Auditor
- c) To confirm & sign the Annual Audit return Section 1 and 2
- d) To receive a report by RFO and Approve Cheques (Annex C)
- e) To consider the spending of S106 sum allocated to the Council

*[Cheques may be issued without full Council approval in accordance with delegated powers, but must then be subsequently approved].*

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|-----|---|----------|-------------|
| 11. | <b>Internal Audit</b>   | Chair    | 5           |
|     | <ul style="list-style-type: none"> <li>a) Appoint an Internal Auditor for 2015-16</li> <li>b) Review Audit Programme for 2015-16 (Annex D – Programme 2014-15)</li> <li>c) Review Internal Auditors fees</li> </ul> <p><i>[To formalise arrangements in accordance with policy and to consider appropriate remuneration for the auditor. The 2014-15 Audit Programme is included with the meeting papers as an aide-memoire].</i></p> |          |             |
| 12. | To review <b>Cemetery Fees</b>  | RK       | 5           |
|     | <ul style="list-style-type: none"> <li>a) To review Cemetery fees for 2015-16 (Annex E – Current fees 2014-15)</li> </ul> <p><i>[Annual review, in May, with fees to be effective from 1<sup>st</sup> July].</i></p>  |          |             |
| 13. | To consider <b>Parishioner/Community Website</b>  | BB       | 10          |
|     | <p><i>[To receive a report from the Local Development Advisory Committee following discussion in the January &amp; March 2015 meetings and subsequent consultation in the community and to agree a plan of action]</i></p>  |          |             |
| 14. | To receive a report (if required) from the <b>Planning Committee</b>  | KW       | 5           |
|     | <ul style="list-style-type: none"> <li>a) Planning applications</li> </ul> <p><i>[Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair].</i></p>   |          |             |
| 15. | To receive internal reports (if required) from <b>Advisory Committees</b> and <b>Decision Committees</b> (as appropriate)   | Chairs   | 5           |
|     | <ul style="list-style-type: none"> <li>a) Planning &amp; Highways</li> <li>b) Local Development</li> <li>c) Maintenance and Environment</li> <li>d) Finance &amp; Resources</li> </ul> <p><i>[Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair. Chairs reports and papers to be distributed at the meeting].</i></p>   |          |             |
| 16. | To consider <b>External Reports</b>   |          |             |
|     | <ul style="list-style-type: none"> <li>a) County Councillor</li> <li>b) District Councillor</li> <li>c) Police</li> <li>d) Others (by invitation)</li> </ul>  | MS<br>BB | 5<br>5<br>3 |
|     | <p><i>[Maximum 5 minutes per report. Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair].</i></p>  |          |             |
| 17. | Consider <b>Issues not decided by Committees</b>  | Chair    | 3           |
|     | <p>NB: at the date of drafting this agenda there are no issues to determine</p> <p><i>[To discuss further the requirements and the process by which these will be progressed].</i></p>  |          |             |
| 18. | To Notice <b>Correspondence</b> received  | Clerk    | 5           |
|     | <p><i>[The Clerk has previously distributed correspondence to Councillors as relevant as determined by the Committee structure].</i></p>  |          |             |

19. **Urgent Other Business** Clerk 5

*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.*

20. To receive items for the **Next Agenda** Clerk 1

21. To confirm the date and time of **Next Scheduled Meetings:**

- **Planning Committee meeting**  
Monday 15th June 2015- 6:00pm (if required)
- **Full Council meeting**  
Monday 20th July 2015 - 7:30pm

**Annex**

- A Draft policy on Co-Option
- B Financial outturn 2014-15
- C Report by RFO and Approve Cheques
- D Audit Programme 2014-15 for review
- E Current cemetery Fees 2014-15 for review

Sally Chapman

Sally Chapman  
Clerk to Ditchingham Parish Council

Date: 11<sup>th</sup> May 2015