

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
Annual General Meeting
Monday 21st May 2018
following the Annual Parish Meeting
The Village Hall, Ditchingham**

A. Parishioner Question Time

Members of the public are invited to address the Council between 7:30 & 7:55pm offering an opportunity to express their views or opinions on any matter **listed on the Agenda for the forthcoming meeting.**

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.

*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. 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.*

B. External Reports

- i. County Councillor
- ii. District Councillor

AGENDA

Items on the Agenda will be time limited and meetings should not exceed two hours.

Lead

Clerk

Chair

Chair

Clerk

Chair

Chair

Clerk

1. To Appoint a Chair

In the interest of ensuring that the meeting is conducted in an efficient manner and consistent with last year's approach the Clerk will ask 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.

2. To Appoint a Vice Chair

The Chair as appointed at item 1 above will now preside.

3. To consider Apologies for Absence

4. Declaration of Interests and Consider Requests for Dispensation

5. To Confirm the Minutes of the meetings held on 19th March 2018

This item for the purpose of confirming accuracy and completeness only. The Chair will sign the minutes at the end of the meeting.

6. Matters Arising

a) Matters Arising

From the minutes not on the agenda, nor included in committee reports.

- i) SAM2 – update
- ii) The Dip Path - update
- iii) Cheyne Walk sign - update

b) To Do List

Attend to a list of outstanding items that have previously been noted as requiring the Council's action.

<p>7. Co-option to fill Casual Vacancies <i>To consider co-option of parishioner(s) who have offered themselves for co-option.</i></p>	Chair
<p>8. To Elect Committees and Representatives <i>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.</i> <i>Each item will be considered as a separate item of business as follows:</i></p> <ul style="list-style-type: none"> a) Planning & Highways (advisory) b) Community (advisory) c) Finance & Resources (decision & advisory) <p><i>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.</i></p> <ul style="list-style-type: none"> d) To appoint a Member to the Village Hall Committee e) To appoint Nominative Trustees to Ditchingham United Charities 	Chair
<p>9. Finance</p> <ul style="list-style-type: none"> a) To receive the Internal Auditor Report b) To confirm & sign the Annual Governance & Accountability Return Section 1 and 2 c) Appoint an Internal Auditor for 2018/19 d) To receive the RFO's Finance Report and Approve Cheques e) To receive the Budget Report 2018/19 f) To review Cemetery Fees for 2018-19 <i>Annual review with fees to be effective from 1st July 2018</i> 	Chair Chair /RFO RK
<p>10. To receive a report from the Planning & Highways Committee</p> <ul style="list-style-type: none"> a) Planning Applications/Decisions 	AL
<p>11. To receive Internal reports (if required) from Committees</p> <ul style="list-style-type: none"> a) Chair's Report b) Planning & Highways <ul style="list-style-type: none"> i) Hastoe Housing Affordable Homes - update c) Community <ul style="list-style-type: none"> ii) Zipwire Repair Quotations iii) The Dip Goal Posts d) Finance & Resources 	Chairs
<p>12. General Data Protection Regulations (GDPR) - update <i>New rules being implemented from 25 May 2018.</i></p>	Clerk
<p>13. Consider Issues not decided by Committees</p> <ul style="list-style-type: none"> a) Litterpick on Saturday 19th May 2018 at 10.00am - update b) Ditchingham Yard Sale on Sunday 3rd June 2018 – update c) The Maltings Amenity Area – update d) Councillor Training – GDPR e) Chicken Roundabout Sculpture - update f) Wildflower Planting - update 	AL Chair Chair Clerk
<p>14. To Notice Correspondence received</p> <ul style="list-style-type: none"> a) SNC email re feasibility study collaboration with Broadland District Council b) Parishioner Letter - Street Lighting Suggestion 	Clerk
<p>15. Urgent Other Business <i>The Council may not make decisions on these items.</i></p>	Chair
<p>16. To receive items for the Next Agenda</p>	Chair

17. To confirm the Date and Time of the Next Meeting

- Monday 16th July 2018 at 7.30pm

Planning Meetings arranged as required

Chair

S. Chapman

Sally Chapman

Clerk to Ditchingham Parish Council

Date: 15th May 2018