

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

Date: Monday 16th May 2016 at 8.00pm

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'.

At: The Village Hall, Ditchingham

Members of the public are invited to address the Council between 8:00 & 8:15pm. 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

*[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.**]*

A. Presentation of Yard Sale Proceeds to East Anglian Children Hospices (EACH)

For the purpose of transacting the following business:

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

AGENDA

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 Chair

[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.

Lead Guide
 Mins

Ret. 3
Chair

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

Chair 3

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

3. To consider Apologies for Absence

Clerk 1

[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)].

4. Register of Members Interests/Declaration of Interests and Consider requests for Dispensation

Clerk 1

[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].

5. Co-option to fill Casual Vacancies

Chair 3

[To consider co-option of parishioner(s) who have offered themselves for co-option].

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
- e) To appoint a member to the Village Hall Committee

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 21st March 2016

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 5

- 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. ('To Do List')

[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. Finance to:

Chair 5

- a) To receive a report from the Internal Auditor
- b) To confirm & sign the Annual Audit return Section 1 and 2
- c) To receive the End of Year Breakdown of Expenses Report (Annex A)

- d) To be advised of the YTD Financial Outturn 2015-16 (Annex B)
- e) To receive the RFO report and Approve Cheques (Annex C)

10. Internal Audit	Chair	5
<ul style="list-style-type: none"> a) Appoint an Internal Auditor for 2016-17 b) Review Audit Programme for 2016-17 <i>[Currently 12 hours per year, 2 hours per quarter and 4 hours at the end of the year].</i> c) Review Internal Auditors Fee <i>[To formalise arrangements in accordance with policy and to consider appropriate remuneration for the auditor. Currently £10.00 per hour].</i> 		
11. To review Cemetery Fees	Chair	5
<ul style="list-style-type: none"> a) To review Cemetery fees for 2016-17 (Annex D current fees) <i>[Annual review with fees to be effective from 1st July].</i> 		
12. To receive a report (if required) from the Planning Committee	JG	5
<ul style="list-style-type: none"> a) Planning Applications/Decisions b) Emmaus Signage c) Forthcoming changes to Planning Applications (KW) <i>[Reports to be delivered without interruption. Questions and discussion to be allowed at the discretion of the Chair].</i> 		
13. To receive Internal reports (if required) from Advisory Committees and Decision Committees (as appropriate)	Chairs	12
<ul style="list-style-type: none"> a) Planning & Highways b) Local Development <ul style="list-style-type: none"> - S106 monies update - Parishioner/Community Website update - Parish Seat request c) Maintenance and Environment <ul style="list-style-type: none"> - Tree Warden - BMX Track d) Finance & Resources <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> 		
14. To consider External Reports		
<ul style="list-style-type: none"> a) County Councillor MS 5 b) District Councillor BB 5 c) Police 3 d) Others (by invitation) <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> 		
15. Consider Issues not decided by Committees	Chair	10
<ul style="list-style-type: none"> - NALC update <i>[To discuss further the requirements and the process by which these will be progressed].</i> 		
16. To Notice Correspondence received	Clerk	5
<i>[The Clerk has previously distributed correspondence to Councillors as relevant as determined by the Committee structure].</i>		
17. Urgent Other Business	Clerk	5
<i>[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].</i>		

18. To receive items for the Next Agenda

Clerk 1

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

Planning Committee

- Monday 20th June 2016 (if required)

Full Council

- Monday 18th July 2016

Annex

- A. End of Year Breakdown of Expenses
- B. YTD Financial Outturn 2016/17
- C. To receive a report by RFO and Approve Cheques
- D. Cemetery Fees 2015/16

S. G Chapman

Sally Chapman

Clerk to Ditchingham Parish Council

Date: 10th May 2016