

To members of the Council & Parishioners

**You are hereby summoned by the Chairman to attend the**

## **Ditchingham ANNUAL Parish Council Meeting**

**Date: Monday 19th May 2014 following the Annual Parish Meeting**

At: The Village Hall, Ditchingham.

**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 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.*

### **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*

	<i>Lead</i>	<i>Guide Minutes</i>
1. To appoint a Chairman	<i>Retiring Chair</i>	<i>3</i>
<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 Vice Chairman	<i>Chair</i>	<i>3</i>
<i>Members are reminded that it has been customary for this Council to elect a new Vice Chair when the existing Vice Chair 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 vice Chair for election.</i>		
3. To accept apologies for absence	<i>Clerk</i>	<i>1</i>
4. Co-option to fill Casual Vacancy	<i>Clerk</i>	<i>10</i>
<i>[To consider any candidates who have made themselves available. Candidates will make a brief presentation and will then take questions from Councillors. The decision to co-opt will be by secret ballot, but must be determined through an absolute majority of the quorate meeting. Councillor speaking time is limited to 3 minutes in total across all candidates, and to 30 minutes in aggregate for this Agenda item].</i>		
5. Register of Members Interests - Declaration of Interests	<i>Clerk</i>	<i>1</i>
<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>		

6.	To elect Committees <i>The Chair in the first instance will propose that existing Chairs and membership are extended. This practice is neither adopted policy or included within Standing Orders. Members are invited to propose alternative membership for election.</i>  <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>  a) Planning & Highways b) Local Development c) Maintenance & Environment d) Finance & Resources  <i>Please note that the election of Finance &amp; Resources Committee is for one Councillor member only, the other members of The Finance &amp; Resources Committee being the Chairs of the other committees as elected above.</i>	Chair	10
7.	To confirm & sign the minutes of the 17 <sup>th</sup> March 2014 meeting <i>This item for the purpose of confirming accuracy and completeness only. The Chair will ask Councillors if they agree the minutes; or if any 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 review the minutes requesting comments against each Agenda item in sequence.</i>	Clerk	3
8.	Matters Arising a) Report matters arising from the minutes not on the agenda or included in committee reports b) Attend to a list of outstanding items that have previously been noted as requiring the Council's action  <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. Open issues will be addressed as appropriate under the relevant item of business on the agenda].</i>	Clerk  Clerk	2  10
9.	To appoint a member to the Village Hall Committee <i>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.</i>	Clerk	2
10.	To receive a report from the School Governing Body	RK	3
11.	To review Cemetery administration a) Elect working party to establish policies to be discussed at the July 2014 meeting b) The elected working party also to recommend a Schedule of fees to be agreed at the July 2014 meeting  <i>This agenda item to formalise practice and policy concerning cemetery matters noted as necessary given recent queries. Councillors to be advised at the meeting.</i>	Clerk	3
12.	Finances a) To confirm & sign the Annual Audit return Section 1 (Annex 1) b) To confirm & sign the Annual Audit return Section 2 (Annex 2) c) To be advised of the Financial outturn 2013-14 (Annex 3) d) Approve cheques (Annex 4)  <i>[Audit and Budget reports are given quarterly. Cheques may be issued without full Council approval in accordance with delegated powers, but must then be subsequently approved]</i>	Clerk Chair Chair Clerk Chair	5 5 5 2 5

13.	Internal Audit a) Appoint an Internal Auditor b) Agree Terms of Reference and Audit Programme for 2014-15 c) Internal Auditors fees  <i>[Recognising the requirements of the revised System of Internal Control (March 2014 meeting) to formalise arrangements in accordance with policy and to consider appropriate remuneration for the auditor]</i>	Chair	10
14.	To receive reports and transact business (if required) from the Planning Committee a) Planning applications <i>[Reports to be delivered without interruption and discussion to be allowed at the discretion of the Chair]</i>	KW	5
15.	To receive reports and transact business (if required) from Advisory Committees a) Planning b) Local Development c) Maintenance and Environment d) Finance & Resources <i>[Reports to be delivered without interruption and discussion to be allowed at the discretion of the Chair]</i>	KW JC RK JG	10
16.	To receive external reports (if present) from: a) Police b) County Councillor c) District Councillor d) Others (by invitation) <i>[Reports to be delivered without interruption and discussion to be allowed at the discretion of the Chair][Maximum 5 minutes per report]</i>	? MS PA ?	10
17.	To notice correspondence received	Clerk	5
18.	To consider issues not decided by Committee • At time of drafting no items were to hand	Chair	5
19.	To receive an update on the new Post Office facilities	VC	5
20.	Urgent Other Business <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.</i>	Chair	1
21.	To receive items for next agenda	Clerk	2
22.	To confirm the date and time of next scheduled meetings • Full Council meeting being 21st July 2014 at 7.30pm • Planning Committee meeting 16th June 2014 at 6.30pm <i>[N.B. Only if any planning applications to hand]</i>  <i>As previously announced</i>	Clerk	2

Annex.	Description	Reference
1	Annual Audit return Section 1 – to follow	12a
2	Annual Audit return Section 2 – to follow	12b
3	Financial outturn 2013-14	12c
4	Cheques	12d

