

## STOKE FERRY ORDINARY PARISH COUNCIL MEETING

All Stoke Ferry Parish Councillors are summoned

On **Wednesday 6 February 2019 at 7.00pm**

in Stoke Ferry Village Hall

Published by: Helen Richardson, Parish Clerk & RFO

On 31 January 2019

### MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND THIS MEETING AGENDA

1. To Receive and Accept: Apologies for Absence
2. To Receive: Declarations of Interest on Agenda Items and Dispensation Requests
3. To Approve: Minutes of the Ordinary Meeting on 9 January 2019
4. To Receive: Clerk's Report (Inc Matters Arising)

#### Village Management

5. To Discuss/Plan: Streetlighting Village Inspection and Date
6. To Discuss/Plan: Village Assets Inspection and Date
7. To Discuss: Neighbourhood Plan and Working Group Update – to include structure of the working group and communications plan
8. To Approve: Repair and Painting Quote for WI Bench
9. To Approve: Mid-Summer Fayre Date and Any Other Arrangements
10. To Discuss: Letter from Anglian Water: Installation of Eel Screens Near River Drove
11. To Approve: Village Maintenance, Norfolk County Council Maintenance or Public Rights of Way (Footpaths/Bridleway) Maintenance, if any

#### Parish Council Management

12. To Approve: Revisions to the Complaints Policy
13. To Approve Adoption of a Co-option Policy
14. To Approve: Additional Access for Website Administration – Chair/Vice Chair
15. To Approve: Cemetery Training
16. To Approve: Appointment of the Internal Auditor for Year End Accounts 2018/19
17. To Receive: Urgent items as agreed by the Chairman

#### Finance

18. To Approve: Payments and Accounts Reconciliation to Date

#### Other

19. Cllr Colin Sampson (BCKLWN) and Cllr Martin Storey (NCC), if in attendance
20. Receive items of concern & matters to be included on the next agenda from the Parish Council and note forward items
21. Adjourn the meeting to allow for public comments
22. Confirm the Date of the Next Meeting – Wednesday 6<sup>th</sup> March 2019

23. **EXCLUSION OF PRESS AND PUBLIC** The Council to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted. To discuss any HR issues, Contracts or Legal Proceedings.

## **Forward Agenda Items**

### **MARCH**

Assets List Review\*

HR Policies

Streetlighting Provision Inspection Outcome

Land to Rear of Bungalows Buckenham Drive

Approval of Playing Field Trust Insurance Payment, if available

### **APRIL**

Online Banking

Councillor Training Approval\*

### **MAY and Annual Parish Meeting**

Annual Insurance Renewal\*

Review of Standing Orders and Financial Regulations\* (inclusion of GDPR/Data Protection)

Review of Policies and Cemetery Fees (if required)\*

Audit Return 2018/19\*

Review of Bank Signatories\*

### **JUNE**

Parish Council Committees

### **JULY**

### **AUGUST**

Remembrance Day \*

Christmas Arrangements\*

### **DECEMBER**

Draft Budget and Precept\*

Clerk Appraisal and Development Plan – private HR meeting\*

### **JANUARY**

Approval of Precept and Budget\*

### **FEBRUARY**

Assets Inspection Planning\*

Internal Auditor Appointment\*

\* standard item