**NOTICE OF PARISH COUNCIL MEETING**

You are hereby summoned to attend the Ashmanhaugh Parish Council Meeting in the Preston Room on:

**Tuesday 3rd May 2016 7.00pm**

**Members of the press and public are invited to attend**

**AGENDA**

1. **ELECTION OF CHAIR** 
   1. **Completion of acceptance of office form**
2. **ELECTION OF VICE CHAIR**
3. **UPDATING OF REGISTER OF MEMBERS INTEREST FORMS**
4. **ATTENDANCE**

To note those present and consider apologies for absence.

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

Members are invited to declare a previously undisclosed interest relating to items on the agenda and to ask for a dispensation to vote on matters in which they have a disclosable pecuniary interest or other non-financial interests.

1. **MINUTES OF PREVIOUS MEETING**

To confirm the accuracy of the minutes of the Parish Council meeting held on 3rd March 2016.

1. **PUBLIC SPEAKING**
   1. To receive report from County and District Councillor Nigel Dixon
   2. To receive report from PCSO Jeanette Boardman.
   3. To receive questions from the public relating to local issues. In line with the Parish Council Standing Orders, each speaker is allowed a maximum of 5 minutes. Maximum time allowed 15 minutes in total.
2. **MATTERS ARISING**
   1. None.
   2. To receive a report on any matter not covered on the agenda.
3. **CORRESPONDENCE.**
   1. Speeding on Stone Lane - update from PCSO.
   2. Invitation to attend Lions event on 22nd March with Neal Sharpe
   3. Queens 90th celebrations - to note Benefice service at the Church on 12th June at 9.30am.
   4. Norfolk Housing and Economic Land Availability assessment, NNDC - invitation on views on the proposed methodology, deadline 3rd May 2016.
   5. NNDC - notification that all planning applications will be sent elctronically from 1 April 2016
   6. NCC - notification that all planning applications will be sent elctronically from 1 April 2016
   7. Broadband speed consultation LAIS1389 - deadline 18th April 2016.
   8. North Norfolk Information and Advice Service - extension of services to include Mundesley, Stalham and Wells.
   9. Community Payback scheme - looking for projects, such as grass cutting.
   10. Norfolk Homewatch Association meeting - 21st April 2016, Wymondham.
   11. Norfolk Care and Support Guide 2016 - new publication.
4. **HIGHWAYS, PLANNING, LAND AND ASSET ISSUES**
   1. The Common - re-review of documentation and local Parish maps outstanding. To be carried over to next meeting.
   2. North end of Church Road - update on condition.
   3. Asset register - needs updating, review and risk assesment of assets required. Date to be set.
   4. No planning applications received in the period.
5. **ADMINISTRATIVE MATTERS.**
   1. Clerk annual leave for 2016 - 25th to 29th July and 22nd 26th August
   2. Clerk to update on CiLCA.
   3. Website - WordPress courses being investigated following Transparency Fund bid.
6. **FINANCIAL MATTERS.**
   1. **To agree and adopt the Accounts and Annual Return for year 2015/2016**
      1. To agree and sign off the accounts for financial year ending 31 March 2016.
      2. To review and agree actions regarding the report from the internal auditor.
      3. To agree and sign off the Audit Commission Annual Return for year ending 31 March 2016.
      4. To note the audit posting dates.
   2. **Insurance renewal -** three quotes received and compared**.**  To agree Clerk’s recommendation of the appointment of Hiscox via Came and Company at £164.25 (previous insurers quote £210).
   3. **To review this periods financial position**
      1. To receive Bank Reconciliation – current balance £6335.52
      2. To note VAT reclaim of £70.47, not yet received.
      3. To note **receipts** of:
         1. WiSpire - newsletter advertising income £30.00
         2. Transparency Fund award £499.00
         3. North Norfolk District Council - income consolidated stock £0.20
         4. Lions - donation £50.00
      4. To authorise **payments** for:-
         1. Newsletter printing (N Sharpe) £54.00
         2. Norfolk Association of Local Council subscription 2016/2017 £85.90
         3. Clerks SLCC membership fee (50% split) £44.00
         4. Internal audit fee (N Sharpe) £25.00
         5. Preston Rooms annual hire charge £55.00
         6. Came & Company - insurance cover for 16/17 £164.25
         7. Clare Male – salary Mar/Apr £298.58
         8. Clare Male – expenses (breakdown below) £584.02
            * Refreshments for Annual Parish meeting £12.28
            * Data Protection reregistration £35.00
            * Transparency fund award - clerk’s broadband £97.00
            * Transparency fund award - Acer laptop £423.99
            * Mouse £9.75
            * SLCC AGM and training day £12.00
         9. Clare Male - mileage £34.20
   4. **Transparency Fund** - next round of funding open. To discuss making an application for 2016/17.
   5. To note **s137 allowance f**or 2016-2017 has increased to £7.42 per electorate. Total number of electorates in Parish is 148. Therefore 2016-2017 s137 allowance is £1,098.16.
7. **POLICIES.**
   1. Financial regulations - updated and to be signed off.
   2. Financial risk assesment - updated and to be signed off.
   3. Policies still to be reviewed:
      1. Review effectiveness of internal auditor
      2. Model publication scheme (FOI)
      3. Asset register (see 10.3)
8. **ITEMS FOR NEXT AGENDA.** - **Tuesday 5th July 2016 at 7.00pm**

Clare Male

Clerk and RFO to the Parish Council

27th April 2016