



**TO MEMBERS OF THE COUNCIL:**

You are duly summoned to the next meeting of **TIVETSHALL PARISH COUNCIL** to be held on

**Wednesday 9<sup>th</sup> May 2018 at 7.30 pm at Tivetshall Village Hall**

Ros Hill, Parish Clerk: Leylandii, Rectory Road, Tivetshall St Mary, Norwich. NR15 2AL Telephone 07830292074

**SIGNED:** *R G Hill*

**DATED:** 3rd May 2018

**AGENDA**

- 1. TO APPOINT THE CHAIR AND VICE-CHAIR FOR THE COMING YEAR**
- 2. TO CONSIDER APPLICANTS FOR CO-OPTION**
- 3. TO RECEIVE ACCEPTANCES OF OFFICE**
- 4. TO RECORD DECLARATIONS OF INTEREST AND CONSIDER DISPENSATIONS**
- 5. MINUTES**
  - 5.1 To approve the minutes of the 11<sup>th</sup> April Council meeting.
  - 5.2 Matters arising from the minutes
- 6. PUBLIC PARTICIPATION – 15 MINUTES ALLOCATED FOR PARISHIONERS’ FORUM**
  - 6.1 Reports from District Cllr and County Cllr, if present
  - 6.2 Parishioners' Forum
- 7. REPORTS FROM CLERK AND COUNCILLORS**
  - 7.1 Update on Highways and Public Rights of Way matters – Stony Road
  - 7.2 Update on Fly-tipping in stream off Star Lane
  - 7.3 Update from Clerk on installation of two new dog bins
  - 7.4 Update on Litter Pick
- 8. HIGHWAYS AND MAINTENANCE MATTERS**
  - 8.1 Consideration of further action relating to moles on playing field
  - 8.2 Consideration of residents parking scheme
- 9. GENERAL DATA PROTECTION REGULATIONS (GDPR)**
  - 9.1 To consider final arrangements for training event on 15<sup>th</sup> May
  - 9.2 To review draft General Data Protection Policy and Terms of Reference
  - 9.3 To consider next steps to ensure compliance with Regulations
- 10. UPDATE FROM VILLAGE HALL MANAGEMENT COMMITTEE**
- 11. REPORT ON B4RN EAST ANGLIA PROJECT**
- 12. TO REVIEW THE ASSET REGISTER AND RISK ASSESSMENT**
- 13. REVIEW OF STANDING ORDERS**
- 14. TO CONSIDER ARRANGEMENTS FOR ANNUAL PLAY AREA INSPECTION**
- 15. TO CONSIDER FINAL ARRANGEMENTS FOR THE ANNUAL PARISH MEETING**
- 16. TO CONSIDER ARRANGEMENTS FOR INTERNAL AUDIT**
- 17. TO CONSIDER ARRANGEMENTS FOR ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**
- 18. TO CONSIDER RENEWAL OF NALC MEMBERSHIP**
- 19. TO CONSIDER QUOTES FOR INSURANCE RENEWAL – DUE 1<sup>ST</sup> JUNE**
- 20. TO NOTE CORRESPONDENCE RECEIVED**
  - 20.1 Letters of thanks for donations
  - 20.2 Tivetshall St Mary War Memorial – invitation to comment
  - 20.3 To note impact of boundary changes following Local Governance Review
- 21. FINANCE**
  - 21.1 To receive the balance of accounts and bank reconciliation

- 21.2 To receive end of year accounts
- 21.3 To approve payments to include:
  - 21.3.1. Clerk's expenses, office supplies - £31.93 (printer ink/paper)
  - 21.3.2. Clerk's monthly gross salary for period 01/05/18 to 31/05/18, Total £275.78 (£267.89 + £7.89 arrears for April (National Pay Award))
  - 21.3.3. Handyman's monthly gross salary for period 01/05/18 to 31/05/18, Total £85.00 – (£80.95 + £4.05 arrears for April (National Pay Award))
  - 21.3.4. Norfolk Association of Local Councils membership – £143.78
  - 21.3.5. Tivetshall Families & Friends (donation towards new chairs for village hall) - £300
  - 21.3.6. Anglia Book-Keeping (payroll administration) - £13.50

**22. STAFFING MATTERS (CONSIDER EXCLUDING THE PUBLIC)**

**23. URGENT ITEMS FOR INFORMATION AND CARRYING FORWARD TO NEXT MEETING**

**24. TO SET THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING**

Proposed as Wednesday 13<sup>th</sup> June 2018 at 7.30pm