

I hereby give you notice that the Annual Meeting of Wereham Parish Council will be held at Wereham Village Hall on Tuesday 12th May 2016 commencing immediately after the annual Parish Meeting (approximately 7.00 pm)

Members of the Public and Press Welcome to Attend

Agenda published 4th May 2016

Clerk to Wereham Parish Council

Annual Meeting of Wereham Parish Council

AGENDA

12th May 2016

1.0 Election of Chairperson and Vice Chairperson – Chairperson to sign the Declaration of Acceptance of Office for Chairperson.

7.00pm Public Comments / Questions on Parish Issues.

An opportunity for public comments and questions. Items relevant to the agenda will be incorporated into later discussions. All new items will be noted for the next meeting.

2.0 Openess and Transparency Notice

3.0 To consider **apologies for absence** – Gail Koopowitz.

4.0 To receive **Declarations of Interest on Agenda Items and Dispensation Requests.**

5.0 To confirm as a correct record the **Minutes** of the Meeting of the Parish Council held on 12th April 2016.

6.0 Council Administration

To consider and approve the following documents for review (to be signed by Chair):

- 6.1 Standing Orders 2016-17
- 6.2 Financial Regulations and Financial Risk Assessment 2016-17
- 6.3 Working Party Terms of Reference 2016-17
- 6.4 Complaints Procedure. 2016-17
- 6.5 Reminder of Data Protection/Code of Conduct. *Verbal reminder by Chair*
- 6.6 To receive External Audit Papers (inc Inventory of Land and Assets for Review) plus Internal Audit Report letter received

To note the following:

- 6.7 New Audit Arrangements for 2016/17 onwards (*factsheet for info only*)

To agree the following actions:

- 6.8 Staffing Committee representatives to the Clerk.
- 6.9 Councillors as per Internal Audit Recommendation of a Finance Committee/Appoint Internal Control Officer.
- 6.10 Training requirements for Councillors.
- 6.11 The following timetable of dates. – 12 July 2016; 13 September 2016; 8 November 2016; 10 January 2017; 14 March 2015 and 9 May 2017 (AGM).

7.0 Correspondence Received (for information only, not otherwise on agenda)

- 7.1 Email: Borough Council re: 5 Year Supply of Housing Sites Across the Borough
- 7.2 Email from Village Hall re: Test Holes on Field
- 7.3 Borough Council Planning Decisions made, *circulated via email where appropriate*

*Mrs H Richardson, Wereham Parish Clerk and Financial Responsible Person
Tel: 0779 500 6811, werehamPC@gmail.com*

- 7.4 Application under section 19 of the Commons Act 2006 for the correction of the common land register for Wereham (CL437) at Cromer Lodge, Flegg Green
- 7.5 Norfolk ALC and Community Action Norfolk CAN newsletters – *Available from the Clerk, circulated via email where appropriate*
- 7.6 Supporters Update Circulation from Wereham Village Hall, *circulated via email where appropriate*

8.0 Wereham Village Hall

- 8.1 Letter from the Wereham Heritage Group
- 8.2 Request for Donation towards Queens 90th Birthday Celebration from Friends of Wereham Village Hall
- 8.3 Update from the Wereham Village Hall Charity.

9.0 Village Management Issues

- 9.1 Agree a Response to Email Received from John Miller of Pelorus, Flegg Green.
- 9.2 Approval of Contract Agreement between Wereham Parish Council and CGM Group up until 31 October 2016.
- 9.3 To consider the results of the bi-monthly play area inspection reports and agree any action required
Standard item verbal from
- 9.4 To consider the results of the bi-monthly Cemetery inspection reports and agree any action required..
Standard item verbal from
- 9.5 To note any new maintenance tasks and agree which need to be requested of the Rangers / Highways.

10.0 Finance

- 10.1 Accept accounts to May 9th 2016 and agree cheques to be signed and payments approved in accordance with list to be circulated to councillors at meeting. **TO FOLLOW**

11.0 Parish Council Management Issues

- 11.1 To consider a change of Clerk Details on Village Hall Charity Land Registration.
- 11.2 Review insurance requirements and consider and resolve whether to accept . AON Insurance Renewal Quote for either 1 year or three year long term renewal to be agreed . (effective 1/06/16).

12.0 Councillors concerns and agenda items for next meeting – information only

13.0 Date of next meeting – Tuesday 12th July 2016. Ordinary Parish Council Meeting.

14.0 EXCLUSION OF PRESS AND PUBLIC

The Council will be requested 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 (staffing).

- Opportunity for Clerk to discuss any HR issues.

For Information only:

GOING FORWARD

- Licencing of Playing Field – September 2016
- Oak Tree No. 13 (Tree Logic) Continuation of Work due August/September 2016
- Wickstead Annual Inspection of Play Area – October/November 2016
- Play Area funding has not yet been found. Clerk to keep on list of actions. Asap
- Cemetery Policy to be carried forward. - asap
- The Habitat Renovation Trust was noted as potential for a grant to renovate the habitat of the pond area (a Friends of Wereham Pond group would need to be established first). Further investigations on hold until after repair of pond wall. April 2017.
- Seek Parish Partnership funding for pond area – April 2017.
- Play Area and Cemetery Inspections Rota – Nicki Loake May; Jon July; Pamela Sept; Jacki Nov; Gail Jan; Brian March.

COUNCILLOR ACTIONS

- Cllr Storey to advise on potential funding programmes to tap into the pond area.
- Cllr Storey to feedback regarding accessibility of consultation documents for Parish Council.