

**I hereby give you notice that an
Ordinary Meeting of the Wereham Parish Council
will be held at Wereham Village Hall
on Tuesday 9 January 2018 At 7.00 pm**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Members of the Public and Press Welcome to Attend

Agenda published 4 January 18 and Circulated to Borough and County Councillor

*Helen Richardson
Clerk to Wereham Parish Council and Financial Responsible Person*

AGENDA

- 7.00 pm **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.
- 1.0** Openess and Transparency Notice
- 2.0** To consider **apologies for absence** – Cllr Pam Walker
- 3.0** To receive Declarations of Interest on Agenda Items and Dispensation Requests.
- 4.0** To confirm as a correct record the Minutes of the Annual Meeting of the Parish Council held on 14 November 2017.
- 5.0** Matters Arising – As per Clerks report
- 6.0** **Correspondence Received**
6.1 NALC Newsletters (all previously emailed)
- 7** **Wereham Village Hall**
7.1 From the Wereham Village Hall Charity including funding update
- 8** **Parish Council Management**
8.1 General Data Protection Regulation – Policy, Audit and Terms of Reference
- 9** **Village Management Issues**
9.1 Wereham Pond - In General
9.2 Wereham Pond Railings Enhancement- Cllr J Millard
9.3 Drainage/Culvert in the Row
9.4 Tree Management Quotes (Cemetery; Playing Field; Pond and St Margaret's Churchyard)
9.5 Street Lighting Upgrade and Maintenance Contract
9.6 Cemetery Path
9.7 To consider the results of the bi-monthly Risk Assessment inspection and agree any action required
Standard item verbal (Play area; Playing Field; Pond Area/A134; St Margaret's Churchyard; Cemetery) - Verbal from Cllr G Koopowitz.
9.8 To note any new maintenance tasks and agree which need to be requested of the Rangers / Highways or the Handyman
- 10** **Planning**
10.1 Planning Applications for Consideration during the meeting - NONE
10.2 Planning Applications Received for Comment since the last meeting :
17/02337/F Construction of three dwellings & garages to replace existing dwelling and outbuildings Barachel Flegg Green Wereham King's Lynn Norfolk PE33 9BA – dealt with under extraordinary meeting and comments returned.

11 Finance

11.1 Accept accounts for November 2017 and December 2017 and agree cheques to be signed and payments approved:

- (A) Financial Summary to 31 December 2017
- (B) Financial Statement

11.2 Approval of Parish Precept and Budget 2018/19 (previously circulated)

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

13 Forward Work Programme – For information only

MARCH 2018

Play area inspection report
Pond Access Review and Bales
Church Clock Update
Churchyard Memorials
SAM2 Data

Annual Insurance Renewal

Approval of Internal Auditor

Play Area Inspection Report

MAY 2018 Annual Parish Meeting and Annual Meeting of the PC

Approval of Year End Accounts

Policy Reviews

Approval of External Audit

Council Administration

Election of Chair and Vice Chair

JULY 2018

Play Area funding

Tree Management for following budget year

SEPT 2018

SAM 2 Data

Draft Parish Precept and Budget Setting – first draft

Return of External Audit

Election 2019 Planning

Remembrance Day Wreath

Commissioning of Annual Playground Inspection

ONGOING - Play Area, Churchyard, Pond, Playing Field; Cemetery Inspections Rota;; Cllr Bruce March; Cllr Millard May; Cllr Ratsy July; Cllr Walker Sept, Cllr Hitching Nov; Cllr Koopowitz Jan

14 Date of next meeting – Tuesday 14 March 2018

15 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.