

**I hereby give you notice that the Annual Meeting of the Wereham Parish Council will be held at  
Wereham Village Hall on Tuesday 8 May 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: 1 May 2018 and Circulated to Borough and County Councilor*

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

**Annual Meeting of Wereham Parish Council  
AGENDA**

**Tuesday 8 May 2018 at 7.00 PM (immediately after Annual Parish Meeting)  
Wereham Village hall**

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 **Election of Chairperson** and Vice Chairperson – Chairperson to sign the Declaration of Acceptance of Office for Chairperson.
- 2.0 Openess and Transparency Notice
- 3.0 To consider **apologies for absence**
- 4.0 To receive Declarations of Interest on Agenda Items and Dispensation Requests.
- 5.0 5.1 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 13 March 2018
- 5.2 Matters Arising as the Clerks Report
- 6.0 Council Administration

**To receive any amendments to the following documents:**

- 6.1 To Adopt New Model Standing Orders (2018-19) (NALC Template)
- 6.2 To Review Financial Standing Orders (2018-19)
- 6.3 To Review Financial Risk Assessment (2018-19)
- 6.4 To Approve Annual Insurance Renewal
- 6.5 To Review Assets Register
- 6.6 Exemption Certificate of External Audit 201718
- 6.7 Approval of Internal Audit Report
- 6.8 Approval of Statement of Accounts 201718
- 6.9 Approval of Annual Audit 201718

7.0 **Wereham Village Hall**

7.1 Update from the Wereham Village Hall Charity including funding update – Verbal from VH

8 **Parish Council Management**

8.2 Wereham in Relief in Need Charity

9 **Village Management Issues**

9.2 Tree Replacements Around the Pond

9.5 Multi Goal and Basketball Hoop – Rubber Washers

9.6 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 Jon Ratsey

9.7 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 Received for Comment since the last meeting: To note only:**  
18/00595/F Extension to side and front of dwelling, linking garage & house together at High House Lynn Road Wereham King's Lynn Norfolk – Comments returned.

**11 Finance**

11.1 Accept accounts to 1 May 2018 and agree cheques to be signed and payments approved in accordance with list to be circulated to councillors at meeting

(A) Financial Summary to 1 May 2018 TO FOLLOW

(B) Financial Statement TO FOLLOW

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

**13 Forward Work Programme – For information only**

**JULY 2018**

Tree Management for following budget year

SAM 2 Data

Ivy in Churchyard

Daffodil Planting

Review Grant Policy (2018-21)

Review Working Party Terms of Reference

Review Planning Application Comments Procedure (2018-21)

**SEPT 2018**

Return of External Audit, if applicable

Remembrance Day Wreath

Anti-Harassment and Bullying Policy (2018-21) (NALC Template)

Equal Opportunities Policy (2018-21) (NALC Template)

Review Complaints Policy (2018-21)

**NOVEMBER**

Commissioning of Annual Playground Inspection

Draft Parish Precept and Budget Setting – first draft

Election 2019 Planning

**MARCH**

Play area inspection report

SAM2 Data

Annual Insurance Renewal

Approval of Internal Auditor

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

**14 Date of next meeting – Tuesday 10 July 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.