



Long Stratton Town Council

Pavilion, Manor Road Playing Fields, Manor Road, Long Stratton, Norwich, NR15 2XR

Chairman: Mr Kevin Worsley. Clerk: Mrs B Buck

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AGENDA AND NOTICE OF MEETING

Councillors are summoned to attend a meeting of Long Stratton Town Council meeting which is to be held on Monday 9th May 2022 at 7pm at the Pavilion, club room.

1. To nominate Chairman for May 2022 up to and including April 2023 for all ordinary and extraordinary meetings of Long Stratton Town Council
2. Chairman to sign 'Chairman's Declaration of Office' in the presence of the Clerk
3. To nominate Vice-Chairman for May 2022 up to and including April 2023 for all ordinary and extraordinary meetings.
4. To receive apologies for absence
5. To receive disclosures of interest and dispensations
6. To allow members of the public and district and county councillors to speak - max 20 Minutes
7. To approve the minutes of the meeting held on 11th April 2021
8. To note the Clerks report.
9. To discuss and decide on Committee members.
 - a. Planning & Highways
 - b. Events
 - c. Leisure & Pavilion
 - d. Staffing Committee & HR policies
 - e. Finance and Policy Management including GDPR
10. To appoint an Internal Scrutineer for 2022-23 financial year
11. Finance and Governance
 - a. To note and authorise income and expenditure through Unity Trust Bank since April 11th 2022
 - b. To note all credit card payments since April 11th 2022
12. To discuss and decide on operating a petty cash
13. To discuss and decide on a petty cash policy.
14. To discuss and decide on the following policies
 - a. Internal Control Policy
 - b. Co-option Policy
15. To note the internal audit report.
16. To discuss and decide on the Annual Governing Account Report (AGAR)
 - a. Annual Governance Statement
 - b. Accounting Statement
17. To discuss and decide on insurance provider
18. To receive updates and make decisions from recommendations from the meeting with Tasburgh PC re. Cycle paths.
19. To note minutes from the following committee meetings and to discuss and decide on recommendations made.
 - a. Finance
 - i. To move EMR into general reserves, option 1, to be taken from Town Improvement Fund, option 2 to have a combination taken from Town Improvement Fund reserves and MUGA improvement reserves.
 - b. Leisure & Pavilion
 - i. Booking Policy
 - ii. Terms and Conditions of Hire
 - iii. Key Policy
 - c. Staffing
20. To note the following meeting dates
 - a. Full Council meeting – 13th June 2022 at 7pm
 - b. Planning & Highways – TBC (There are currently no applications been received.)
 - c. Events – 10th May at 7pm & 23rd May at 7pm
 - d. Meeting with Long Stratton Football Club – May 16th at 7pm (Cllrs, Lunness, Pochin, Woodham, Baker)
21. To close the meeting to press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)
 22. Staffing matters