



# Long Stratton Town Council

The Street, Long Stratton, Norwich NR15 2AH

Chairman: Mr Steve Adcock. Clerk: Mrs B Buck

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## AGENDA AND NOTICE OF MEETING

Councillors are summoned to attend a meeting of Long Stratton Parish Council meeting which is to be held on Monday 13<sup>th</sup> May at 7pm at the Methodist Church, Manor Road.

1. Clerk to confirm all Declarations of Office have been received
2. To discuss and decide on postponing any declarations of office if requested.
3. To nominate Chairman for May 2019 up to and including held April 2020 for all ordinary and extraordinary meetings of Long Stratton Town Council
4. Chairman to sign 'Chairman's Declaration of Office' in the presence of the Clerk
5. To receive apologies for absence
6. To receive disclosures of interest and dispensations
7. To discuss and decide on co-option for 3 vacancies
  - a. To discuss the candidates who have contacted the Clerk
  - b. If applicable, co-opted members to sign Declaration of Acceptance of Office in the presence of the Clerk.
8. To allow members of the public and district and county councillors to speak - max 20 Minutes
9. To approve the minutes of the meeting held on 8 April 2019
10. To approve the minutes of the extraordinary meeting held 15 April 2019
11. To consider any items arising from the minutes of 8 April & 15 April
  - a. Items discussed as Private and Confidential matters
12. To discuss and decide on Committee members
  - a. Planning
  - b. Events
  - c. Leisure
  - d. Pavilion
  - e. Neighbourhood Plan
  - f. Finance and Policy Management including GDPR
13. To delegate to committees the ability to determine their own terms of reference and Chairman.
14. To discuss and decide on subscription to
  - a. Society of Local Council Clerks
  - b. National Association of Local Councils
15. To discuss and decide on appointment to outside bodies
16. Financial and Governance items
  - a. To review income and expenditure since the last meeting and consider the authorisation of payments
17. To review the following
  - a. Ear marked reserves
    - i. To discuss and decide on any amendments to EMR as recommended by the finance committee
  - b. To note bank statements for 2018/19 have been reviewed for accuracy
  - c. To note bank reconciliations have been confirmed for 2018/19
  - d. To note budget control report for year end
    - i. Discuss and decide on any recommendations as a result of the BCR as recommended by the finance committee.
  - e. Year end expenditure and income.
18. To discuss and decide on adopting General Power of Competence
19. End of year finances – 2018/19
  - a. To review the effectiveness of internal controls/ audit
  - b. To note the internal auditors report and consider any recommendations
  - c. Approval of annual governance report in the Annual Governance Annual Return (AGAR)
  - d. Approval of annual accounting statement in the AGAR
20. To discuss and decide on adoption of the following policies
  - a. Standing Orders

21. To discuss and decide on adoption of the following policies following recommendation from the Finance Committee.
  - a. Code of Conduct
  - b. Co-option
  - c. Financial Regulations
22. To discuss and decide on adoption of the Central toilets in Long Stratton
  - a. To discuss and decide on adoption of Long Stratton toilets from South Norfolk Council for £1
  - b. To discuss and decide who will sign the legal paperwork on behalf of Long Stratton
23. To discuss and decide on the preferred option for open space provision should the Orbit application be successful at public enquiry
24. To discuss and decide on proposal from parishioner regarding a firework event.
25. Report from Inspector Salvarajah on St Michaels Road
26. To consider correspondence received
  - a. Letter from Inspector Salvarajah on change in personnel.
27. To receive committee updates.
  - a. Neighbourhood Plan Steering group
  - b. Pavilion
    - i. Feedback from the contract meeting held 25 April 2019
    - ii. To discuss and decide on changing contractor.
  - c. Events
    - i. To receive a verbal update on progression of the event.
  - d. Finance
    - i. To note the draft minutes
28. To note the following meeting dates
  - a. Planning meeting – Tuesday 14 May 2019 at 6pm
  - b. Leisure meeting – Thursday 16th May 2019 at 11am
  - c. Annual Parish Council meeting – Monday 20<sup>th</sup> May at 6.30pm refreshments from 6pm.
29. AOB
  - a. To note compulsory whole Council training will be held on Tuesday 2<sup>nd</sup> July at 7pm in the Parish Council Office.
30. Future agenda items
  - a. To discuss and decide on adoption of the asset register following recommendations from the finance committee.
  - b. To discuss and decide on adoption of the financial risk assessment following recommendations from the finance committee.