

WHINBURGH & WESTFIELD PARISH COUNCIL

7 May 2017

Members of the public are invited to attend the Annual Meeting of Whinburgh & Westfield Parish Council to be held in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh, on Tuesday, 16 May 2017 at 7.45 p.m. for the purpose of transacting the following business.



Julian Gibson

Clerk to the Council

The Jays, Watton Road, Wretham, Thetford, NORFOLK IP24 1QS (01953 499980)

Agenda

1. **To elect** a Chairman of the Council.
2. **To receive** the Chairman's declaration of acceptance of office, or if not then received, to decide when it shall be received.
3. **To elect** a Vice-Chairman of the Council.
4. **To consider accepting** the reasons for any apologies for absence.
5. **Declarations of interest** in items on the agenda. Members are reminded that under the Code of Conduct they are not to participate in the whole of an agenda item in which they have an Interest. In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, in support of the seven Nolan Principles, namely Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
6. **To consider** any applications made by Members for a dispensation to allow them to participate in and vote on an agenda item in spite of a Disclosable Pecuniary Interest.
7. **Public participation session.** The Council's Standing Orders allow members of the public to make representations, ask questions, and give evidence in respect of any item of business included in the agenda. This session should not exceed 20 minutes, and members of the public are requested to keep their comments brief. Please note that the Council is unable to make a decision binding in law at this meeting unless the item is already included on the published agenda.
8. **To confirm** and **sign** the minutes of the Meeting held on Tuesday, 18 April 2017.
9. **To report** matters arising from the minutes not on the agenda: **for information only.**
10. **To receive** Correspondence (available at the meeting).
 - 10.1. Information Commissioner's Office: *Certificate of Registration* - 20 April 2017 - 19 April 2018.
 - 10.2. Information Commissioner's Office: *Register of Data Controllers.*
 - 10.3. Came & Company: *Insurance policy renewal invitation.*
 - 10.4. Hiscox: *Local Council and Not-for Profit Insurance Scheme Schedule.*
 - 10.5. Hiscox: *Local Council and Not-for Profit Insurance Policy Summary.*
 - 10.6. Hiscox: *certificate of Employers' Liability Insurance.*
 - 10.7. Came & Company: *Important information - Please read.*

- 10.8. Came & Company: *Terms of Business*.
- 10.9. The Pensions Regulator: *Act now - your duties have started*.
- 10.10. Barclays Bank Plc: *Your Community Account Statement - 31 March - 28 April 2017*.
- 10.11. Barclays Bank Plc: *Your Active Saver Account Statement - 1-28 April 2017*.
- 10.12. ExtraEnergy: *We're sorry you're leaving, we'd love you to stay*.
- 10.13. Breckland Council: *Payment Remittance advice - Glass Recycling*.
11. **To receive** Planning Applications, planning decisions and correspondence, and **to decide** on comments to be made where necessary.
- 11.1. **3PL/2017/0368/HOU: Sundance, Shop Street, Whinburgh**. Single storey side extension to existing property and demolition of conservatory. Planning Permission dated 26 April 2017.
12. **To receive** the report of the Internal Auditor.
13. **To approve** and **sign** the Annual governance statement 2016/17 in the Annual Return for the year ended 31 March 2017.
14. **To approve** and **sign** the Accounting statements in the Annual Return for the year ended 31 March 2017, and **to agree** the Bank Reconciliation and Explanation of variances.
15. **To appoint** the Internal Auditor for 2017-2018.
16. **To receive** an update from Councillor Stevens with regard to the Whinburgh Village Sign, and **to agree** what steps to take next.
17. **Finance**.
- 17.1. **To approve** payment of £673.21 to Came & Company, being the renewal premium of the Council's insurance policy with Hiscox for the year ending 31 May 2018, under the long term agreement due to expire on that date.
- 17.2. **To approve** payment of £20.00 to Mrs Deborah Morgan as an honorarium for the completion of the Internal Audit for the year ended 31 March 2017.
- 17.3. **To receive** the monthly Financial Report.
18. **To decide** on any matters for consideration at next meeting.
19. **To confirm** the date of the next meeting as Tuesday, 20 June 2017 at 7.30 p.m., in Whinburgh & Westfield Pavilion, Whinburgh Playing Field, Shop Street, Whinburgh.

Possible Future Meeting dates:

Tuesday, 20 June 2017	Tuesday, 17 October 2017	Tuesday, 23 January 2018
Tuesday, 18 July 2017	Tuesday, 21 November 2017	Tuesday, 20 February 2018
Tuesday, 15 August 2017	Tuesday, 19 December 2017	Tuesday, 20 March 2018
Tuesday, 19 September 2017		

Meetings will only be called if there is business to discuss which cannot wait until the following scheduled meeting date.