

TACOLNESTON PARISH COUNCIL

PARISH CLERK: Hellen Hammond. Tacolneston Recreation Centre, West Way, Tacolneston, Norwich.NR16 1BZ
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ANNUAL GENERAL MEETING of the PARISH COUNCIL

To be held on Wednesday 23rd May 2018 at 7pm

In the Village Hall, Tacolneston

AGENDA

1. Apologies for Absence
2. To receive declarations of interest and requests for dispensations (previously notified to the Clerk) from members on any items to be discussed.

Business of the AGM: As Defined in the Standing Orders

3. To elect the Chairman and Vice Chairman
4. To receive the Chairman of the Council's Acceptance of Office Form
5. To confirm the Accuracy of the Minutes held on 27th February, 21st March, 11th April and 16th May 2018.
6. **Other matters for the AGM**
 - a) To receive the minutes of the last meeting of the Committee
 - b) To consider the recommendations made by the Committee
 - c) To review the delegation arrangements to the Committee, Sub-committee, staff and other local authorities
 - d) To review the Terms of Reference for the Committee
 - e) To appoint members to the existing Committee
 - f) To appoint any new Committees in accordance with Standing Order 4
 - g) To review and adopt appropriate Standing Orders and Financial Regulations
 - h) To review arrangements, including any charters and agency agreements, with other local authorities and review of contributors made to expenditure incurred by other local authorities
 - i) To review representation on or work with external bodies and arrangements for reporting back
 - j) To review the inventory of land and assets including buildings and office equipment
 - k) To confirm arrangements for Insurance cover in respect of all insured risks

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- l) To review the Council's and/or staff subscriptions to other bodies
- m) To review the Council's Complaints procedure
- n) To review the Council's procedures for handling request made under the Freedom of Information Act 2000 and the Data Protection Act 1998
- o) To review the Council's policy for dealing with the Press/media
- p) To determine the date, time and place of ordinary meetings of the full council up to and including the next Annual meeting of full council

OTHER BUSINESS OF THE AGM

- 7. To appoint the Footpath Warden
- 8. To appoint the Tree Warden
- 9. To appoint the Internal Control Officer

END OF BUSINESS OF THE AGM

10. Public Participation

- a) Reports on matters of interest to the Parish from the District and County Councillors, Tree Warden and Footpath Warden
- b) Members of the public to raise matters of concern

11. Tacolneston & Forncett Recreation Association

- c) To receive a report from the
- d) To agree the change of registered owners address with HM Land Registry for the land lying north-west of West Way, Tacolneston
- e) To agree the Constitution to be lodged with the Charity Commission

12. Finances

- a) To note current Balances
- b) To receive a report on the Internal Review
- c) To agree payment to Came & Cable for the Insurance renewal of £693.50 for the year or, the discounted annual premium of £661.33 for a 3 year binding Long Term Agreement (LTA)

13. To Discuss Correspondence Received

14. To Discuss Planning Applications Received

15. Approve Induction Training for the new Councillor

16. Discuss and agree Maintenance plan for Village Sign

17. Discuss suggestion of 'Beast from the East Plan' and 'Welcome Pack to new Residents'

18. Arrange to update Parish Council Photograph on Website

19. To receive items for the next Agenda and confirm the date and time of the next Parish Council Meeting

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Signed: *Hellen Hammond* – Parish Clerk

Dated: 18th May 2018