



TIVETSHALL PARISH COUNCIL

To Members of the Council

You are hereby summoned to attend the meeting of Tivetshall Parish Council for the purpose of transacting the business set out in this agenda, on **Wednesday 12th June 2019, 7.30 pm at Tivetshall Village Hall**

SIGNED: *R G Hill*

DATED: 6th June 2019

AGENDA

- 1. TO CONSIDER ACCEPTING APOLOGIES FOR ABSENCE**
- 2. TO CONSIDER ANY APPLICATIONS FOR CO-OPTION**
- 3. TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA AND CONSIDER ANY REQUESTS FOR DISPENSATIONS**
- 4. MINUTES**
 - 4.1 To approve the minutes of the 15th May Annual Parish Council meeting
 - 4.2 Matters arising from the 15th May minutes
- 5. PUBLIC PARTICIPATION**
 - 5.1 Reports from District Cllr and County Cllr, if present
 - 5.2 Parishioners' Forum (15 minutes allocated)
- 6. REPORT FROM CLERK AND COUNCILLORS**
 - 6.1 To receive Clerk's report – previously circulated
- 7. TO RECEIVE REVISED ASSET REGISTER**
- 8. TO RECEIVE REVISED RISK ASSESSMENT**
- 9. TO RECEIVE INSURANCE CONFIRMATION FROM CAME AND COMPANY**
- 10. TO RECEIVE VILLAGE HALL MANAGEMENT COMMITTEE REPORT**
- 11. TO CONSIDER REQUEST FOR PC ATTENDANCE AT A PUBLIC MEETING FROM COUNTY BROADBAND**
- 12. TO CONSIDER FUTURE PRODUCTION OF THE GRAPEVINE**
- 13. TO REVIEW COMMUNITY PLAN AND ASSIGN RESPONSIBILITIES**
- 14. TO CONSIDER TRAINING REQUIREMENTS**
- 15. HIGHWAYS, FOOTPATHS AND MAINTENANCE MATTERS**
 - 15.1 To receive details of annual cut of footpaths from NCC
 - 15.2 To consider action regarding ongoing highways matters
 - 15.3 To consider maintenance required on play equipment
- 16. INTERNAL AUDIT AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**
 - 16.1 To receive the Internal Auditors Report and consider recommendations
 - 16.2 To consider and approve the Annual Governance Statement (AGAR)
 - 16.3 To consider and approve the Accounting Statements for 2018/19 (AGAR)
 - 16.4 To appoint a councillor as Internal Audit Control Officer for the coming year
 - 16.5 To approve the Certificate of Exemption (AGAR)
 - 16.6 To receive and approve the explanation of variances report
 - 16.7 To approve the period for Exercise of Public Rights
- 17. TO RECEIVE NOTIFICATION OF SNC BIG LITTER PICK DRAW AND CONSIDER SPENDING OF WINNINGS**
- 18. TO CONSIDER PLAN FOR FUTURE LITTER PICKS**

19. TO CONSIDER ATTENDANCE AT CPRE RURAL HOUSING CONFERENCE

20. TO NOTE CORRESPONDENCE RECEIVED

- 20.1 To note correspondence from St Margaret's PCC regarding PC donation
- 20.2 To note correspondence relating to Scotty's Little Soldiers
- 20.3 To note correspondence from Harleston Jobs Club relating to pop-up Jobs Club in Tivetshall
- 20.4 To note correspondence from South Norfolk Police – next public meeting

21. FINANCE

- 21.1 To receive the balance of accounts and bank reconciliation
- 21.2 To receive confirmation of payments received into bank
- 21.3 To receive confirmation of payments made since 15th May 2019
- 21.4 To receive amended CIL report for 2018/19 – previously circulated by Clerk
- 21.5 To approve payments to include:
 - 21.5.1. Clerk's monthly gross salary for period 01/05/19 to 31/05/19 of £269.53 plus 15.5 additional hours for period 1/4/19 – 05/06/19 £163.84, total £433.37
 - 21.5.2. Clerk's Mileage Expenses – £10.13
 - 21.5.3. Clerk Reimbursement for Office Supplies - £27.95
 - 21.5.4. Norse Eastern Six Monthly Grounds Maintenance charge - £610.91
 - 21.5.5. Pauline James - Internal Audit - £127.80
 - 21.5.6. The Primrose Press, printing of The Grapevine for June/July - £124.20

22. STAFFING MATTERS (CONSIDER EXCLUDING THE PUBLIC)

- 22.1 To consider recommendations following the Clerk's performance appraisal review.
- 22.2 To consider future of vacant handy person role

23. TO RECEIVE ANY URGENT ITEMS FOR INFORMATION AND CARRY FORWARD TO THE NEXT MEETING

24. TO AGREE THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING

Proposed as Wednesday, 10th July 2019 at 7.30pm

Parish Clerk, Ros Hill: Leylandii, Rectory Road, Tivetshall St Mary, Norwich. NR15 2AL Telephone 07830292074