**West Dereham Parish Council**

Parish Clerk: Peter King, [Kingscroft, Basil Road, West Dereham, PE33 9RP]

Telephone: [01366 502110] E-mail: clerk@westderehamparishcouncil.uk

Councillors: Pam Bullas, Claire Cann (Chair), Tom Foy, Lorraine Hunt (Vice-Chair), Paula Kellingray, Pam Walker, Claire Williams

I hereby give notice of an ordinary meeting of West Dereham Parish Council to be held at

**West Dereham Village Hall**

on **Thursday 1 June 2017 at 7.30 p.m.**

 *Open Surgery with tea/coffee and biscuits from 7.00 – 7.30 p.m. – all welcome*

All members of the Parish Council are summoned to attend.

Dated 25 May 2017 From Parish Clerk to the Council

**AGENDA**

1. Apologies for absence: to receive and consider apologies for absence
2. Declaration of Interest on agenda items
3. Notice regarding use of social media, audio recording of Parish Council meeting and invitation for public contributions
4. Minutes: To approve and sign the minutes of the meeting held 3 May 2017
5. Matters Arising from the Minutes
6. To consider reports:

 6.1 Chairman’s report

 6.2 Clerk’s report

 6.3 Handyman’s report

 6.4 Police report

 6.5 Village Hall report

6.6 Broadband report

6.7 Glazewing report

1. To consider finance:

7.1 Accounts for May: to consider accounts as of 31 May 2017 (month 2) and to approve requests for payment in May

7.2 Internal Auditors 2016/17 Report

7.3 Summary of Receipts & Payments 2016/17

7.4 Accounting Statements 2016/17 for West Dereham Parish Council

8. To discuss matter affecting Parish Assets:

8.1 Telephone Boxes

8.2 Quote for Post Extender – for SAM2 sign

9. To consider Parish Council Internal Affairs and Policies

 9.1 Reporting Policy

 9.2 Travel & Expenses Policy

10. To receive further reports/items of business for the next agenda

11. Date of Next Meeting – Thursday 6 July 1017 at 7.00pm

12. Open Forum