

## West Dereham Parish Council

Clerk: Sarah Thorpe, 88 Smeeth Road, Marshland St James, Wisbech, Cambs. PE14 8JF

Telephone: 01945 430930 E-mail: [clerk@westderehamparishcouncil.uk](mailto:clerk@westderehamparishcouncil.uk)

Councillors: Pam Bullas, Claire Cann (Chair), Tom Foy, Lorraine Hunt, 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 3 November 2016 at 7.30 p.m.**

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

All members of the Parish Council are summoned to attend.

Dated this 28<sup>th</sup> day of October 2016

From Clerk to the Council

*Sarah Thorpe*

**--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 6 October 2016
5. To consider reports:
  - 5.1 Chairman's report
  - 5.2 Clerk's report
  - 5.3 Handyman's report
  - 5.4 Police report
  - 5.5 Village Hall report
  - 5.6 Broadband report
  - 5.7 Glazewing report
6. To consider finance:
  - 6.1 Accounts for October: to consider accounts as of 31 October 2016 (month 7) and approve requests for payment in November.
  - 6.2 To consider an increase for the Clerk's hours of work to 12 per week
  - 6.3 To consider the Budget for 2017/18
7. To comment on planning applications currently received
  - 7.1 15/01955/F Variation of condition 2 attached to planning application 11/00695/F at Woodside Barn, The Row.
8. To discuss matter affecting Parish Assets:
  - 8.1 Grounds maintenance for 2017
  - 8.2 Cemetery signs – to approve design and cost
9. To review Parish Council policies and documents
  - 9.1 Business Continuity Plan Part 1 and 2
  - 9.2 Training Policy
  - 9.3 Clerk's Job Description and Person Specification
  - 9.4 Handyman's Purchase Agreement
10. To receive and agree action on any correspondence
11. To receive further reports/items of business for the next agenda – the next Parish Council meeting will be on Thursday 1 December 2016

**OPEN FORUM**