**West Dereham Parish Council**

Locum Clerk: Helen Richardson, [11 Crown Gardens, Wereham, Norfolk, PE33 9BG]

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

I hereby give notice of the Annual meeting of West Dereham Parish Council to be held at

**West Dereham Village Hall**

on **Wednesday 3 May 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 27 April 2017 From Locum Clerk to the Council

**AGENDA**

1. Election of Chairman and declaration of acceptance of office
2. Election of Vice Chairman and declaration of acceptance of office
3. Nominations of Councillors with special responsibility for Finance; Footpaths; Police; Village Hall and Youth
4. Apologies for absence: to receive and consider apologies for absence
5. Declaration of Interest on agenda items
6. Notice regarding use of social media, audio recording of Parish Council meeting and invitation for public contributions
7. Minutes: To approve and sign the minutes of the meeting held 6 April 2017
8. Matters Arising from the Minutes
9. To consider reports:

9.1 Chairman’s report

9.2 Clerk’s report

9.3 Handyman’s report

9.4 Police report

9.5 Village Hall report

9.6 Broadband report

9.7 Glazewing report

1. To consider finance:

10.1 Accounts for March: to consider accounts as of 31 March 2017 (month 12) and as of 30 April (month 1) approve requests for payment in May

10.2 To review the Handyman’s pay

10.3 To consider the Parish Council Insurance for 2017/18

11. To consider Parish Council Internal Affairs and policies

11.1 Statement of Internal Control for 2016/17

11.2 Review Councillors’ Register of Interests Forms

12. To comment on planning applications currently received

12.1 17/00042/TPO Mrs Claire Cann West Dereham Tree Management Application

13. To discuss matter affecting Parish Assets:

13.1 West Dereham War Memorial: Invitation to Comment on Consultation Report from Historic England (previously circulated report) – response required

14. To consider Parish Council Internal Affairs and policies

14.1 Cemetery Fees

14.2 Action Plan

14.5 Locum Clerk Contract

14.6 Sickness Absence Policy

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

16. Date of Next Meeting - Thursday 1 June 2017 at 7.00 pm

17. Open Forum