



West Dereham Parish Council

Parish Clerk: Peter King, [Kingscroft, Basil Road, West Dereham, PE33 9RP]
Telephone: [01366 502110] E-mail: clerk@westderehamparishcouncil.uk

Councillors: Annie Barber, Tom Foy, Stuart Glover, Keith Gore, Lorraine Hunt (Chair)
and Susan Pepper

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

West Dereham Village Hall on Thursday 6th February 2020 at 7.30 p.m.

All members of the Parish Council are summoned to attend.
Dated 1st February 2020 From Parish Clerk to the Council

MEETING 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 Parish Council Meeting held on 5th December 2019
5. Minutes: To approve and sign the minutes of the Extra-ordinary Parish Council Meeting held on 16th January 2020
6. Matters Arising
7.
 - 7.1 Chair's Report
 - 7.2 Clerk's Report
 - 7.3 Handyman's Report
 - 7.4 Police Report
 - 7.5 Village Hall Report
 - 7.6 Glazewing Report
8. To consider finance:
 - 8.1 Accounts for December 2019 and January 2020: To consider accounts as of 31 January 2020 (month 10) and to approve requests for payment in January 2020.
9. Watering Equipment for Allotments
10. Parish Telephone Boxes
11. To consider Parish Council Internal Affairs and Policies
 - 11.1 Retention of Records Policy (new)
 - 11.2 Standing Orders
 - 11.3 Financial Regulations

11.4 Internal Control Statement

11.5 Risk Assessment

11.6 Travel & Expenses Policy

11. To comment on Planning Applications currently received at the time of the meeting
12. Correspondence (if received)
13. To receive further reports/items of business for the next Parish Council agenda
14. Date of next meeting - Thursday 5th March 2020 @ 7.30pm
15. Open Forum