



I hereby give you notice that the Ordinary Meeting of the Southery Parish Council will be held at Southery Methodist Church, Ferry Bank, Southery on Monday 2 March 2020 at 7.00 pm

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.
Members of the Public and Press Welcome to Attend

*Agenda published: 25 February 2020
and Circulated to Borough and County Councillor Martin Storey*

*Helen Richardson
Clerk to Southery Parish Council and Financial Responsible Person
Email: parishclerk1@hotmail.co.uk*

AGENDA

- 1 To consider apologies for absence
- 2 To receive Declarations of Interest on Agenda Items and Dispensation Requests.
- 3 Public Comments / Questions on Parish Issues.
- 4 County Councillor and Borough Councillor Update
- 5 To confirm as a correct record the Minutes of the Ordinary Meeting of the Parish Council held on 4 February 2020.
- 6 Matters Arising (Clerks Report)
- 7 **Village Management Issues**
 - a) To Confirm Approval of the Grounds Maintenance Contract Document for 2020/21
 - b) To Approve of Repair/Work to Cemetery Wall
 - c) To Discuss and Approve Any Costs In Relation to the Annual Play Area Inspection Report
 - d) To Discuss Parish Owned Land at Recreation Drive and Playing Field
 - e) To Approve Appeal of Registration of Land Registration of land at Lynn Road/Orchard Way
 - f) To Discuss Works to the Public Toilet on the Playing Field
 - g) To Approve Costs Relating to the Christmas Event
 - h) To Discuss the Speed Sign Data, if any
- 8 **Planning Application for Consultation - 20/00197/F** Construction of single storey conservatory on side of house at 15 Feltwell Road Southery Downham Market Norfolk PE38 0NR
- 9 **Finance**
 - a) To Approve Payments for February 2020
 - b) To Approve Third Authorised Signatory
 - c) To Approve Exemption from External Audit 2019/20 Accounts as a Smaller Authority
 - d) To Adopt Financial Regulations - Model Template NALC
 - e) To Adopt the Risk Management Scheme
- 10 **Parish Council Management**
 - a) To Approve Change to November 2020 Meeting Date
 - b) To Approve Revised Standing Orders
- 11 **Councillors concerns and agenda items for next meeting**
- 12 **Forward Work Programme - to note**
- 13 **Date of next meeting – Monday 6 April 2020**
- 14 **EXCLUSION OF PRESS AND PUBLIC** The Council will be requested to pass a resolution excluding the press and public from the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted (staffing). Opportunity for to discuss any HR issues, Contracts or Legal Proceedings. To Discuss HR Issue and Parish Land.

FORWARD AGENDA ITEMS *

APRIL 2020

Handyman
Playing Field BMX Track Grounds Maintenance
Report Header
Audit Procedure
Payroll Procedure

NPFA Funding

Dog Fouling on Playing Field

14th MAY 2019 (Annual Parish Meeting and Annual Parish Council Meeting)

Election of Chairman and Vice Chairman*

Annual Audit Return*

Review of Standing Orders*/Review of Financial Regulations*

Asset List Approval*

Parish Council Insurance*

Annual Review of Declaration of Interest (Pecuniary and Non-Pecuniary) (within 28 days)

JUNE

Christmas Event*

Public Footpath Review

Football Hut

JULY

Commission of Grounds Maintenance Contract 2021/22, if needed

Parish Partnership Funding 2021/22

AUGUST 2019 - NO MEETING

SEPTEMBER 2019

Christmas Event (Including Event and Music Licences and Road Closures)*

Review of Data Protection Audit Arrangements*

Quarterly Banking Statement

OCTOBER 2019

Commissioning of St Mary's Church Clock Servicing*

Commissioning of Annual Play Area Report*

Approval of Parish Partnership Funding 2020/21

NOVEMBER (One week later)

Draft Precept and Budget 2020/21

Approval of Grounds Maintenance Contract 2021/22, if needed

Clerk Appraisal (closed session)

Commissioning of Annual Play Area Report

DECEMBER 2019

Approval of Precept and Budget - 2019/20

End of Year Thanks

Meeting Dates - 2020

JANUARY 2021

No meeting.

FEBRUARY 2021

Approval of Internal Auditor for 2020/21 Accounts

Asset List Approval*

Quarterly Banking Statement

MARCH 2021

Christmas Event*

Risk Management Scheme Annual Review

APRIL 2021

Tree Management Hazard Survey - Summer 2021

Inspection Rotas:; Cllr Annette Osler- End of May; Cllr Chris Edwards- End of July ; Cllr Alison Youngs
End of Sept; Cllr Crispin Copsey End of November; Cllr Javey Osler End of January; Cllr Roger
Whitehead End of March.