

NORTON PARISH COUNCIL

Clerk: Mrs Erica Fothergill
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Website: www.nortonnpc.org.uk

Chairman: Cllr. Kim Russell

Notice for Council Members:

You are hereby summoned to attend the Annual Meeting of Norton Parish Council in the Village Hall on Tuesday 18 May 2021 at 7:00pm for the purpose of transacting the following business. Members of the Public and Press are welcome to attend.

Agenda

Item	Agenda Item
21.05.268	Welcome.
21.05.269	To elect a Chairman.
21.05.270	To elect a Vice-Chairman.
21.05.271	All Councillors to complete Declarations of Acceptance of Office.
21.05.272	Declarations of Interests to be completed by Councillors.
21.05.273	Code of Conduct to be adopted by Councillors.
21.05.274	To consider requests for dispensation from members of the Council.
21.05.275	Being eligible in terms of Chapter 1 of Part 1 of the 2011 Localism Act, namely having a qualified clerk and more than two thirds of elected councillors, to decide on adopting the General Power of Competence.
21.05.276	Public Open Forum In terms of paragraphs 3d to 3k of our Standing Orders (available on the Council's website), a member of the public is entitled to speak only once on agenda items, for no longer than 3 minutes. The total period of time for public participation, which is at the Chairman's discretion, shall not exceed 10 minutes.
21.05.277	To approve apologies for absence.
21.05.278	To receive Members' Declarations of Interest for items on the agenda.
21.05.279	To approve the minutes of the meeting of the Parish Council held on Tuesday 27 April 2021.
21.05.280	Finance: To review and approve the following documents: <ol style="list-style-type: none">1. April 2021 Year-end Bank reconciliation2. April 2021 Year-end Receipts & Payments3. Internal Auditor's report and to consider actions requiring action.4. 2021/22 Insurance recurring quotation of £515.08 received from Came & Company as per the insurance schedule approved at the April meeting.

	<p>5. Continued use of variable direct debits to pay quarterly E.On electricity invoices and the annual subscription to the Information Commissioner's Office.</p> <p>6. Payments, listed in Addendum A</p>
21.05.281	<p>To review and approve the following documents:</p> <ol style="list-style-type: none"> 1. Asset Register. 2. Standing Orders. 3. Financial Regulations. 4. Financial Control Risk Assessment.
21.05.282	<p>To review and approve the following policies:</p> <ol style="list-style-type: none"> 1. FOI Publication Scheme 2. Recording of Council Meetings 3. Press & Media Policy 4. Equality, Diversity and Inclusion Policy 5. Complaints Procedure for Complaints against Norton Parish Council
21.05.283	<p>To approve the updated Scheme of Delegation in terms of LGA1972 Section 101, to permit decisions to be enacted without face-to face / official meetings taking place should this be necessary.</p>
21.05.284	<p>To approve the quotation received for the purchase of the 2nd Speed Indicator Device (SID) and to review April SID reports.</p>
21.05.285	<p>Jack's Patch</p> <ol style="list-style-type: none"> 1. To review NVCA's April 2021 inspection report 2. Maintenance update.
21.05.286	<p>To receive an update on insurance cover for litter picking volunteers.</p>
21.05.287	<p>Date of next virtual meeting – The Meeting of the Parish Council will be held at 7:00pm on Tuesday 22 June 2021 in the village hall.</p>

Signed by: *Erica Fothergill*
Clerk / Responsible Financial Officer
Norton Parish Council

Issued on 12/05/2021

Addendum A

21.05.280 (6) Payments for approval:

Gross Payment	Payee	Details	Paid	Power
£55.98	Clerk	Refund Expenses	BACS	LGA1972 s111
£437.08	Payroll	May 2021	BACS	LGA1972 s112
£32.80	HMRC	May 2021 deductions	BACS	LGA1972 s112
£198.00	Steven Hartwell	Mowing Invoice 17	BACS	HA1980 s96(4)
£515.08	Came & Co.	2021/22 Insurance premium	BACS	LGA1972 s111
2272.74	ElanCity	Speed Indicator Device (1)	BACS	Local Govt & Rating Act 1997 s30