

# NORTON PARISH COUNCIL

Clerk: Emma Fontaine

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Website: [www.nortonpc.org.uk](http://www.nortonpc.org.uk)

Chairman: Cllr. Kim Russell

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## Notice for Council Members:

You are hereby summoned to attend the Annual and Ordinary Meetings of Norton Parish Council in the Village Hall on Tuesday 10 May 2022 at 7:00pm for the purpose of transacting the following business. Members of the Public and Press are welcome to attend.

## AGENDA

ANNUAL MEETING	
10.05.422	Welcome
10.05.423	To elect a Chairman.
10.05.424	To elect a Vice Chairman.
10.05.425	To complete the Declaration of Acceptance of Office (Chairman/Vice Chairman).
ORDINARY MEETING	
10.05.426	To consider requests for dispensation from members of the Council.
10.05.427	To receive Councillor declarations of interest for items on the agenda.
10.05.428	<b>Public Open Forum</b> 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.
10.05.429	To approve apologies for absence.
10.05.430	To approve the minutes of the meeting of the Parish Council held on Tuesday 12 <sup>th</sup> April 2022.
10.05.431	<b>Finance:</b> To review and approve the following: 1. April 2022 year end bank reconciliation 2. April 2022 year end receipts and payments 3. Payments, listed in Addendum A
10.05.432	<b>2021/22 Audit</b> To review and approve the following documents: 1. Section 1: Annual Governance Statement 2. Section 2: Accounting Statement 3. Payments that exceeded £100 4. Continuing contract and statutory duty payments 5. Continuation of subscriptions 6. Explanation of variances 7. Explanation for high reserves

10.05.433	To review and approve the following documents: 1. Asset Register 2. Standing Orders
10.05.434	To review and approve the following policies: 1. Employee Disciplinary and Grievance Procedure 2. Equality, Diversity and Inclusion Policy
10.05.435	To re-appoint the Police Liaison Representative.
10.05.436	<b>Jack's Patch</b> 1. To review the latest inspection report 2. To receive an update regarding maintenance
10.05.437	To review the latest Speed Indication Device (SID) reports.
10.05.438	To receive an update on the Queen's Green Canopy initiative.
10.05.439	To receive an update on the Neighbourhood Plan.
10.05.440	To receive an update on work at Gouldens View.
10.05.441	To receive an update regarding the purchase of the Village Hall.
10.05.442	To consider Norton Parish Council's presence on the Norton Facebook page.
10.05.443	<b>Date Of Next Meeting</b> The <b>next</b> meeting of the Parish Council will be held at 7:00pm on <b>Tuesday 14<sup>th</sup> June 2022</b> in the Village Hall.

Signed by: *Emma Fontaine*

**Clerk/Responsible Financial Officer**  
Norton Parish Council

**Issued on 04.05.2022**

Addendum A

10.05.431 (3) payments for approval

**April**

<b>Gross Payment</b>	<b>Payee</b>	<b>Details</b>	<b>Paid</b>	<b>Power</b>
£38.00	Church (PCC)	Village Hall rent April 2022	SO	LGA1972 s133
£83.00	HMRC	PAYE	BACS	LGA1972 s112
£364.44	Payroll/Expenses	March 2022	BACS	LGA1972 s112
£113.50	Design To Print	Norton newsletter	BACS	LGA1972 s142