

CRINGLEFORD PARISH COUNCIL

DR M J WAGSTAFF
CHAIR OF THE PARISH COUNCIL
THE WILLOW CENTRE
1-13 WILLOWCROFT WAY
CRINGLEFORD NR4 7JJ

Telephone 01603 250198

TO MEMBERS OF THE COUNCIL
You are hereby summoned to attend a meeting of
Cringleford Parish Council on
THURSDAY 12 MAY 2016 at 7.30pm
The Willow Centre, Willowcroft Way, Cringleford
For the purpose of transacting the following business:-

INFORMAL ITEMS

1. Police Report
2. Parishioners Question Time
3. District Councillors Report
4. County Councillors Report

AGENDA

2	To elect a Chairman and to sign Declarations of Acceptance of Office
2	To accept any declaration of Members Interests
3	To confirm the minutes of the meetings held on 14 April 2016 (attached)
4	To report matters arising from the minutes not on the agenda: for information only.
	To elect: a. Chairmen of the advisory groups/committees (EPAG, FAG and RAAG) b. Emergency Planning Coordinator c. Tree Warden
5	To note and comment upon correspondence received.
6	To receive the clerks report (attached)
7	To consider a Financial Advisory Group request that all councillors become emergency keyholders.
7	Annual Review of the Following policies (attached):

	<ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Code of Conduct • Internal Controls • Internal Audit Arrangements
8	<p>To adopt the following policies:</p> <ul style="list-style-type: none"> • Records Retention Policy • Data Protection and Information Security Policy
	To receive a Booking System update – Councillor Baldwin
9	To receive an update from the Travel Project Group – Councillor Baldwin
10	To receive a Facilities and Amenities Advisory Group Update – Councillor Kirk
11	To receive an update from the Environment and Planning Advisory Group – Councillor Wagstaff
12	<p>To discuss issues surrounding open spaces in the Parish</p> <ul style="list-style-type: none"> • Football pitch update. • Tennis club / cricket club / football club
13	To discuss the slow repairs of potholes within the parish.
14	To consider ways for greater cooperation between groups in village to ensure the effective operation of the parish.
15	Staffing update
16	<p>Finance</p> <ul style="list-style-type: none"> • To agree the payments for May. • To receive the accounts report to date and bank reconciliation to 30/4/2016 • To consider the updated risk assessment (attached) • To sign the annual return and governance statement
17	To confirm the time of the next meeting of Cringleford Parish Council to be held on Thursday 9 June 2016 7.30pm at The Willow Centre.
18	To receive items for the next agenda.

Signed: Cllr M Wagstaff

Dated: 5 May 2016