local council award scheme foundation

**NOTICE OF A MEETING OF THE PARISH COUNCIL**

**To Members of the Council**: You are hereby summoned to attend **a Horning Parish Council** **Meeting in St Benet’s Hall** on **Monday 3rd October 2022 at 7pm** for the purpose of transacting the following business:  
Jo Beardshaw Parish Clerk / RFO

**Press and Public are welcome**

**AGENDA**

1. **Apologies for absence**
2. **Declarations of Interest.** Members are invited to declare personal or prejudicial interests in items on the agenda. It is a requirement of the Parish Council’s (Model Code of Conduct) Order 2001 S8 that declarations from a member include the nature of the interest and whether it is personal or prejudicial
3. **To approve the minutes of the previous meeting**

To receive and approve the minutes of the meeting held on Monday 5th September, and matters arising.

1. **To receive details of actions from previous minutes and to receive items of correspondence**

To report any actions and updates from previous minutes and to consider items of correspondence

* 1. NNDC. Cost of living support scheme
  2. NNDC. Local government elections 4/5/2023
  3. NALC. Information regarding the condolence book
  4. Clerk. Update on defibrillators
  5. Savills. Church Commission information regarding arbitration on rent
  6. VOA. Review of rent on the Bowls Club
  7. Clerk. Update on Litter Pick contract
  8. Clerk. Thanks to parishioner for flag raising and lowering during the period of mourning

1. **Finance**
   1. To receive confirmation of finances
   2. To consider the quarterly budget review
   3. To note all outstanding matters from the internal audit report:
      1. Update Standing Orders and Financial Regulations to new models (current agenda)
      2. VAT reclaim to be made
      3. Review financial risk assessment (November 2022)
      4. Review fixed asset register including all benches (done August 2022)
      5. Review a general reserves policy (November 2022)
      6. Confirm Clerk’s contract to note amended salary and to note working hours (done August 2022 in the form of a letter)
      7. Ensure that the website is WCAG 2.1 accessible
      8. To ensure that the litter picker has public liability and is self-employed
   4. To note receipts
   5. To agree and authorise payments

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VAT Invoice Date** | **Payee** | **Description** | **DD/SO / BACS** | **Amount** | **VAT** |
|  | Ralph Morris | Litter Picking | S/O | 130.00 |  |
|  | Clerk | Salary and expenses | BACS | 719.19 |  |
|  | CGM | Landscaping | DD |  |  |
|  | NEST | Pension (part paid by Clerk) | DD | 121.32 |  |
|  | HMRC | Tax | BACS | 45.40 |  |
|  | Carol Gilden | Gardening | BACS | 80.00 |  |
| 10/10/22 | Savills | Allotment rent | BACS | 280.00 |  |
|  | Royal British Legion | Wreath | BACS | 50.00 |  |
|  | Horning PCC | Donation | BACS | 500.00 |  |
|  | PKF Littlejohn | Audit | BACS | 240.00 | 40.00 |
|  | URM | Glass recycling | BACS | 61.61 | 10.27 |

1. **Asset Management.** To receive the report from the Asset Management Committee including recommendations following the annual playground inspection and painting of the beacon
   1. AM Terms of Reference
   2. SAM2 update
   3. Plaque on wheelchair-accessible bench
2. **Parish Councillor reports.** To receive any Parish Councillor reports and updates, including:
   1. Cllr Varley. Playground report

1. **Parishioners’ Matters**

To adjourn the meeting to allow members of the public to speak for a maximum of 5 minutes

* District Councillor / County Councillor
* Members of the public to speak
* Reconvene meeting

1. **Planning.** 
   1. Planning applications received:
      1. None
   2. Planning application decisions:
      1. BA/2022/0233/HouseH. Ferryman’s Cottage. Sliding gate to front boundary, replacement cladding to main building, enlarge decking in front of building, install decking around the chalet and along the riverfront and replace windows and French doors. Approved subject to conditions
2. **Agenda items. To discuss agenda items:**
   1. To consider and approve new updated standing orders and financial regulations as per the NALC guidance
   2. To consider action regarding the war memorial prior to the Remembrance Day service
   3. To consider requests to the County Councillor for roundels (speed limit circles in white lines on the road)
   4. To consider a bid for a donation (following a positive recommendation in 2021) from the Wroxham Hoveton Belaugh Voluntary Community Care group
   5. To confirm the receipt of the Notice of Conclusion of Audit from PKF Littlejohn and confirmation of the publication on the parish council website
3. **To list items for the Horning Reach Parish News:**
4. **To identify other items at the Chairman’s discretion**
5. **To confirm that the next meeting will take place in the St Benet’s Hall at 7pm on Monday 1 November 2022**
6. **Closure of meeting**