PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringland-pc.gov.uk
Website: www.poringlandparishcouncil.gov.uk
Clerk to The Council: Charlotte Hummel

NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a Meeting of Poringland Annual Parish Council at 7pm on Wednesday 14th May 2025 at Poringland Community Centre

The Business to be Transacted is as Follows:

1. To Elect Chairperson to the Parish Council
2. To Record and Accept Apologies for Absence
3. To Elect Vice-Chairperson
4. To Receive Declaration of Interest
5. To Agree Minutes of the Meeting of 16th April 2025
6. Matters Arising, including Clerk's Report
7. Adjournment for Public Participation, County and District Council Reports, and Councillors with any Pecuniary Interests
   a) District Council Report (7 minutes)
   b) County Council Report (5 minutes)
   c) Police Report/Update (5 minutes)
   d) Public Participation (15 minutes)
8. Planning
   a) To Consider Applications Received
      i. 2025/1219
         Location: 5 Fallowfield Poringland Norfolk NR14 7UH
         Proposal: Retrospective alterations to previously approved single storey rear extension
   b) To Note Planning Decisions – None at time of publication
9. Finance
   a) To Note Receipts, Payments, and Bank Reconciliation up to 31st March 2025
   b) Accounts for Payment
      i. To agree accounts for payment
      ii. To agree the additional payments list provided
      iii. Confirm one Councillor who will approve payments
   c) Q4 Budget Monitoring and Consider Recommendations following Finance and Governance Advisory Group Meeting
   d) Annual Governance and Accountability Return
      i. To receive the Internal Audit Report
      ii. To Review and Approve the Annual Governance Statement
      iii. To Review and Approve the Annual Accounting Statements
      iv. To Note the Public Rights to View

10. To Discuss and Approve Quotation to clear ditch on the Playingfield

11. To Comment on the Proposal to Renew Public Space Protection Order (Dog Fouling & Dog Control): South Norfolk

12. To Review and Approve the Following Policies/Handbooks

a) Employee Code of Conduct
b) Data Protection incl GDPR
c) Donations and Grant Awarding Policy
d) Staff Induction Pack
e) Staff Handbook
f) Volunteer Handbook

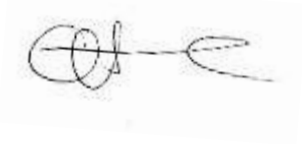
13. To Receive an Update and Consider Recommendations from:

b) Community Land Advisory Group

14. To Receive Proposal to Close the Meeting for Item 15 Under Section 1 Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 – HR Matters

15. To Receive Updates Relating to HR Matters

16. Date and Time of Next Parish Council Meeting

The next Parish Council Meeting will take place on Wednesday 11th June 2025 at 7pm at Poringland Community Centre unless otherwise advised.

Dated: 9th May 2025 *Parish Clerk:*