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

NOTICE OF MEETING AND SUMMONS TO ATTEND

Councillors are summoned to attend the Annual General Meeting of Poringland Parish Council at 7pm on Wednesday 13th May 2026 at Poringland Community Centre.

Members of the public and press are invited to attend.

Signed: *BBethell*
Ben Bethell, Clerk and Responsible Financial Officer to Poringland Parish Council

Wednesday 6th May 2026

AGENDA

1. **ELECTION OF CHAIR AND VICE-CHAIR**
   To elect a Chair and Vice Chair to the Parish Council.

2. **ATTENDANCE**
   To note those present and consider apologies for absence.

3. **DECLARATIONS OF INTEREST**
   Members are reminded to declare personal and/or pecuniary interests in any items on the agenda in accordance with the Council's Code of Conduct. The Council is to consider any requests for dispensations.

4. **MINUTES OF PREVIOUS MEETING AND MATTERS ARISING**
   To agree minutes of the meeting of 8th April 2026 and to note any matters arising from those minutes.

5. **PUBLIC FORUM**
   - 5.1. District council report (7 minutes)
   - 5.2. County council report (5 minutes)
   - 5.3. Public participation (15 minutes at 3 minutes per speaker, maximum)

6. PLANNING

To consider applications received.

6.1. 2026/1140 - 45 Mentmore Way, Poringland, Norfolk, NR14 7XE - Non-material amendment to existing application 2026/0306 (Single-storey flat roofed rear extension and associated works) dated 26/03/2026 - Change of extension cladding material to match existing front porch.

6.2. 2026/0782 - Land Rear Of 107 The Street, Poringland, Norfolk - Hand car wash and valeting facility including new hard standing, new fencing and internal alterations to building.

7. ADMINISTRATION

7.1. To receive the Clerk's report.

7.2. To note any questions for the Clerk.

7.3. To approve the Committee and Working Group structure and any relevant Terms of Reference.

7.4. To consider and agree Councillor Roles and Responsibilities.

7.5. To consider a proposal to move IT support to a new provider.

8. AMENITIES

8.1. To consider arrangements for grounds equipment storage and to agree next steps.

8.2. To consider the purchase of a small mower for the Ranger team.

8.3. To consider a proposal from the Welcome Home and Memorial Playing Field Trust for assistance to improve facilities at the Pavilion.

8.4. To consider a proposal to allocate space for a wildflower meadow.

8.5. To consider a proposal to allocate two specific car parking space for Library staff.

9. FINANCE

9.1. To approve the Schedule of Payments.

9.2. To note the bank reconciliation.

9.3. Confirm one councillor who will approve payments.

9.4. To receive the Internal Auditor's report.

9.5. To consider the Annual Internal Audit Report for the financial year 2025-2026.

9.6. To consider each of the assertions in the Annual Governance Statement (Section 1 of Annual Governance & Accountability Return) and to complete and approve the Annual Governance Statement – to be signed by the Chairman of the meeting and the Clerk.

9.7. To consider and approve Section 2 of the Annual Governance & Accountability Return.

9.8. To consider and approve the Explanation of Significant Variances in the Accounting Statements for the financial year 2025-2026.

10. NEXT PARISH COUNCIL MEETING

10.1. To note the date and time of the next full council meeting - Wednesday 10th June 2026 at 7pm. The meeting will be held at the Community Centre.

11. CONFIDENTIAL ITEMS - STAFFING

11.1. To resolve to exclude members of the public and press from the meeting for the following items.

11.2. To receive an update about the Ranger roles.

11.3. To receive and approve an update from the recent HR meeting.

11.4. To receive reports about an HR matters and consider next steps.