

Norton & Lenchwick Parish Council

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To Norton & Lenchwick Parish Councillors:

You are duly summoned to attend the Norton & Lenchwick Parish Council meeting at the Village Hall on the 4th January 2011 at 7.30pm.

Agenda

- 1. **Apologies.**
To receive apologies and to approve the reason for absence.
- 2. **Declaration of Interest.**
 - a. Councillors are reminded of the need to update their register of interests.
 - b. To declare any personal interests in items on the agenda and their nature.
 - c. To declare any prejudicial interests in items on the agenda and their nature.
(Councillors with prejudicial interests must leave the room for the relevant item(s)).
- 3. **To adjourn the meeting for the Public Session and Progress Reports.**

Parishioners are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future discussion at the discretion of the Chair. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire. A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during the Public Session subject to the Councillor leaving the room in the event of an exchange on the issue between the Public and the Council during this period.

Councillors are reminded that **only** items on the Agenda can be discussed during the meeting. Councillors are also reminded that they are **not** allowed to use the Public Session to raise their own item(s) . These must either be on the Agenda or the Clerk must be requested to add the item(s) to the next meeting Agenda.

Members of the public may not take part in the Parish Council meeting itself.

- 4. **Review of minutes from the previous meeting.**
To consider the approval of the minutes of the last meeting of the Council.
- 5. **District Councillors Report.**
- 6. **Chairman's Report**

- 7. **Field Path Officers Report.**
- 8. **Lengthsmans Report.**
- 9. **Street Lighting Officers Report.**
- 10. **Finance & Policy Committee Report**
 - Review system of Internal Control
 - o Motion to add item 5.5 under banking; copies of monthly statements provided to Chairman of Finance Committee.
 - o Amend adoption date on Financial Regulations to 4th January 2011.
 - Review Freedom of Information Act Policy
 - o Motion to adopt F of I Act Policy.
- 11. **Community & Outreach Committee Report.**
 - a) Review progress on Wychavon Youth Bus.
 - o Motion to approve Rooftop Community Fund application.
- 12. **New and Ongoing items.**
 - a) Bus Shelters / Notice Board.
 - b) Dog Bins.
 - c) Dog Fouling.
 - d) Playing Field sign.
 - e) Planning Committee.
 - f) Correspondence.
- 13. **Planning.**
Plans for review, if applicable).
- 14. **Finance**
 - Cheques already signed,
None
 - Cheques to be signed,
M. Smith. Salary, Mileage and Printing of Newsletter £301.50
 - Receipts,
None
- 15. **Date of next meeting.**
 - To confirm the date of the next meeting as 1st March 2011
 - Items for the next Agenda must be received 14 days prior to the above date.

Mike Smith

Clerk to Norton & Lenchwick Parish Council