

To Members of the Norton-juxta-Kempsey Parish Council

You are duly summoned to attend an additional meeting of Norton-juxta-Kempsey Parish Council to be held at 7.45pm on **Tuesday 14th December 2010 at Norton Parish Hall, Littleworth.**

Public Question Time: From 7.30pm residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman, before the start of the Parish Council meeting at 7.45pm. Members of the public may not take part in the Parish Council meeting itself. A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during public question time subject to the Councillor leaving the room in the event of an exchange on the issue between the public and the Council during question time.

Agenda

- 1. Apologies: To receive apologies and to approve the reason for absence**
- 2. Declarations of Interest**
 - a. Register of Interests: 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 Personal and Prejudicial Interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant items).
- 3. Norton Pre-School Proposals**

To consider the following:

 - a. Approval of a change of lease term from 5 years to 10 years, with a 5 year break (copy revised lease to be provided prior to the meeting)
 - b. The basis for calculating the annual increase in rent (2.5% or RPI) in view of the proposed revised term
 - c. Approval of rent payments to start upon occupation of the building rather than as from the date the lease is signed
 - d. Approval of payment of the fees incurred by the Parish Council in arranging the lease to be recovered from Pre-school over the revised term of the lease i.e. 10 years.
 - e. Approval of the revised lease (copy to be provided prior to the meeting)
 - f. Timing and other matters associated with installation of the portacabin on site
- 4. PAYE Registration of the Parish Council (Clerk)**
 - a. To discuss PAYE registration
 - b. To consider revising the method of payment of the Clerk's honorarium from being based on hours worked each month, to a monthly payment based upon 1/12th of the annual hours worked, which currently average 15 hours per week. This will assist in NI and PAYE calculations.
- 5. Dates of next meeting: 27th January 2011.**

Signed

Jane Greenway, Clerk to Norton-juxta-Kempsey Parish Council.
8th December 2010