

You are summoned to a meeting of Wicklewood Parish Council which will be held at Wicklewood Village Hall on **Monday 14th May 2017** at **7.45pm**.

Helen Frayer
Parish Clerk
6th May 2018

A G E N D A

- 1 ELECTION OF CHAIRMAN**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATION OF INTERESTS**
- 4 ELECTION OF OFFICERS**
 - 4.1 Vice Chairman
 - 4.2 Responsible Financial Officer
 - 4.3 Highways Officer
 - 4.4 Playing Field Officer & Play Area Inspector
 - 4.5 Data Protection Officer (Parish Clerk)
- 5 OTHER APPOINTMENTS**
 - 5.1 Internal Auditor
- 6. REVIEW AND APPROVE**
 - 6.1 Standing Orders
 - 6.2 Data Protection Policy
 - 6.3 Retention of Documents Policy
- 7 PUBLIC FORUM**
- 8 APPROVAL OF THE MINUTES OF THE MEETING HELD ON MONDAY 9th APRIL 2018**
- 9 MATTERS ARISING not included within the Agenda**
 - 9.1 Sack Barrow
- 10 CORRESPONDENCE: Please note all correspondence is available to view from 7.20pm**

10.1	Barclays: closure of Attleborough Branch on 3 rd August 2018	
10.2	RoSPA Inspection	Play Area Inspection in June/July
10.3	SNC: update on discussions regarding collaborative working	www.souh-norfolk.gov.uk/Progress-Report

11 ACCOUNTS FOR PAYMENT

11.1	Salaries	Clerk, Booking Clerk, Cleaner	£502.51
11.2	HMRC	PAYE (Month 1, 2018:19)	£114.60
11.3	Zurich	Annual Insurance	£1,288.14
11.4	Public Works Loan Board	Scheduled Repayment (Direct Debit)	£678.36
11.5	AF Affinity	Electricity to Village Hall (Direct Debit)	£110.72
11.6	Tim Carver	Grass Cutting: 1 of 6 cuts	£100.00
11.7	Village Hall Consumables	Cleaner Expenses	£25.86
11.8	Les Cooper Builders	Repairs to disabled tap and bar	£530.00
TOTAL			£3,350.19

12 MONTHLY INCOME & EXPENDITURE REPORT

	Current	Deposit	Total
Balance B/Fwd 28/04/2018	£ 5,702.34	£ 5,132.08	£10,834.42
Total Receipts to 05/05/18	£ 7,484.31	£ 0.00	£ 7,484.31
	£13,186.65	£ 5,132.08	£18,318.73
Total Outgoings to 05/05/18	£ 1,174.05	£0.00	£ 1,174.05
	£ 12,012.60	£ 5,132.08	£ 17,114.68
Inter-Account Transfers April 2017	0.00	0.00	0.00
Closing Balance 05/05 2018	£ 12,012.60	£ 5,132.08	£17,114.68

13 HIGHWAYS

- 13.1 Receive Monthly report form Alan Goodings
- 13.2 Proposed Footpath: meeting with Highways
- 13.3 Insurance Claim: Village Sign Quotation required

14 PLANNING

- 14.1 Training for Parish Councillors

15 WICKLEWOOD VILLAGE HALL AND PLAYING FIELDS

- 15.1 Report from Booking Clerk
- 15.2 Store Room: request from Guides to clear unwanted equipment
- 15.3 Bar area: consider redecoration
- 15.4 Planting of hedge along Allotments (Wymondham Road end)

17 ANY OTHER BUSINESS

18 DATE AND TIME OF NEXT MEETINGS: at 7.45pm in the Village Hall

- Monday 4th June. Agenda items to Clerk by 27th May
- Monday 2nd July. Agenda items to Clerk by 24th June

