

# HOPTON-CUM-KNETTISHALL PARISH COUNCIL

Members of the Council are hereby summoned to attend a meeting of the Council to undertake the business below.

*Nicholas Spring, Clerk to the Council*  
(Telephone 07813396404 & email [hoptonpc@outlook.com](mailto:hoptonpc@outlook.com))

## AGENDA

Date: Monday 22<sup>nd</sup> May 2023  
Time: 7 pm  
Venue: Hopton Village Hall

1. Election Of Chairman and Vice Chairman
  - a) To elect a chairman.
  - b) To elect a vice chairman.
2. Declarations of Acceptance of Office  
Chair & councillors to sign their acceptances of office.
3. Apologies for absence
4. Members' declarations of interests & requests for dispensations
5. Public participation session
6. Reports from the County and/or District Councillor
7. To approve as accurate the minutes of the meeting held on 24<sup>th</sup> April 2023
8. To review any action points highlighted in the minutes
9. Policies and Procedures  
  
To review and consider re-adopting the following policies and procedures:
  - a) Standing Orders
  - b) Financial Regulations
  - c) Risk Assessment
  - d) Grant Awarding Policy
  - e) Data Protection Policy
  - f) Privacy Notice
  - g) Document and Electronic Data Retention Policy
  - h) Freedom of Information Policy
  - i) Freedom of Information Publication Scheme
  - j) Complaints Procedure
10. Reports from
  - a. The Chair
  - b. Councillors

11. Planning
  - a. To consider the Parish Council's responses to any planning application consultations
  - b. Sarsons Meadow development update (if any)
12. Finances
  - a. Council to receive the monthly Budget Report
  - b. Council to approve the Payments Schedule
13. Date of next meeting: Monday 12<sup>th</sup> June 2023

*The public and press are invited to attend. If you plan to photograph, film or record the meeting please notify the Chair or Clerk in advance.*