

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 (hoptonpc@outlook.com)

AGENDA

Date: Monday 13th May 2024
Time: Not earlier than 7.15pm
Venue: Hopton Village Hall

1. Election of Chair and Vice Chair
 - a) Council to elect a Chair
 - b) Council to elect a Vice Chair
 - c) Declarations of Office to be signed
2. Apologies for absence
3. Members' declarations of interests & requests for dispensations
4. Public participation session
5. To consider any matters relating to highways, pavements, footpaths and trees
6. Reports from the County and/or District Councillor
7. To approve as accurate the minutes of the meeting held on 8th April 2024
8. Policies and Procedures

To review and re-adopt 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

9. Planning
 - a. To consider the Parish Council's responses to any planning application consultations
 - b. Sarsons Meadow development update (if any)

10. To receive an update on the purchase of a gov.uk domain

11. Finances
 - a. To receive the monthly Budget Report
 - b. To approve the Payments Schedule
 - c. To consider the application for a grant from the Hopton History Group for £452, made up of £123.00 to provide display panels for use at events and regular meetings, £250.00 to provide a dedicated laptop for archive storage, £79.00 to provide archive folders for historic documents.
 - d. To review the Council's banking arrangements

12. Information updates from Councillors

13. To review any action points raised at previous meetings and not already considered.

14. To approve the schedule of meetings 2024-25 including the date of the next meeting: Monday 10th June 2024

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.