

Flitcham cum Appleton Parish Council

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Chairman: Geoff Kilham **Clerk:** Gill Welham

SUMMONS TO ATTEND MEETING OF FLITCHAM PARISH COUNCIL. MEMBERS OF THE PUBLIC ARE WELCOME.

30 June 2021

Notice is given that a meeting of Flitcham Parish Council will be held on

Tuesday 6th July 2021

7.45pm at the Community Centre.

Yours faithfully

Clerk

AGENDA

COVID 19 RULES

PLEASE USE HAND SANITISER ON ENTERING THE CENTRE AND RECORD YOUR ATTENDANCE, EITHER BY USING THE QR CODE, OR COMPLETING THE SIGN IN REGISTER. FACE COVERINGS MUST BE WORN UNTIL SEATED. UNLESS IN A FAMILY GROUP, COUNCILLORS AND MEMBERS OF THE PUBLIC MUST BE SEATED SOCIALLY DISTANCED. A MAXIMUM OF 18 PERSONS WILL BE ALLOWED INTO THE CENTRE FOR THE MEETING.

- 1. Welcome from Chairman**
- 2. To receive and consider apologies for absence**
- 3. To receive Declarations of Interest**
Council Members must declare any personal interests in any item on the Agenda and state whether they are also prejudiced. In the case of a personal interest the Member may speak and vote on the matter. In the case of prejudicial interest the Member must withdraw from the room while the matter is discussed.
- 4. To approve and sign minutes of the Parish Council Meeting held on 25th May 2021**
- 5. Matters arising from the minutes**
- 6. Public Question Time (approx. 8.00pm)**
Members of the public are welcome and encouraged to listen to the Parish Council proceedings but are not permitted to address the Meeting except at the designated public question time. If any personal matters are to be discussed, the Parish Council has the right to exclude the public but must give notice of this fact.
- 7. Co-option of new councillor – R Glazebrook**
- 8. Reports from Councillors.**
- 9. Income & Expenditure / Financial matters**
 - a) Approval of invoices/cheques for payment
 - b) Review of Financial regulations and duties of RFO
 - c) Review the effectiveness of the system of internal control
 - d) Review Risk Assessments
 - e) Review Register or Assets
 - f) Exchange Memory Stick
- 10. Playground maintenance - review**
- 11. Armed Forces Covenant and Pledge**
- 12. Correspondence**
 - ~ Norfolk ALC Wellbeing (Armed Forces)
 - ~ Norfolk ALC Wellbeing (Safer Norfolk Plan)
 - ~ Parish Partnership Scheme – invitation to bid
- 13. Business extra to the agenda (for discussion only, no decisions can be taken)**

14. Date of next meeting: Tuesday 7th September 2021
15. Action to be taken at next meeting
17. Close of meeting

As numbers are to be restricted at the Centre, it would be beneficial to advise the Clerk in advance of the meeting of your intention to attend the meeting.