

# NOCTON PARISH COUNCIL

## Membership

**Chair:** Councillor Ian Goldsworthy

**Vice-Chair:** Vacancy

**Councillors:** Neil Faulkner, Graham Jones, Jane Kania, Michael Kaye, Elisabeth Murray and MaryAnn Williams

The Annual General Council Meeting of NOCTON PARISH COUNCIL will be held in the Village Hall, Main Street, Nocton on TUESDAY, 12 MAY, 2015 AT 7.00 PM.

**Public Questions will be taken prior to the start of the meeting, in accordance with Nocton Parish Council Standing Orders. At the time of the publication of the agenda, no advance notice of any questions had been received.**

Steve Altridge  
Clerk to Nocton Parish Council

## AGENDA

### 1 Appointment of Chair

- (a) To appoint the Chair of the Parish Council for the Council year 2015/16.
- (b) To appoint the Vice-Chair of the Parish Council for the Council year 2015/16.

### 2 Apologies for Absence

### 3 Declaration of Interests

Members of the Parish Council are required to declare any personal or prejudicial interests they may have in any matter which is to be considered at this meeting.

In addition, any private or personal non-pecuniary interest in a matter to be considered at this meeting should also be declared (unless it is insignificant or one which is shared with other members of the public generally as a Council Tax payer or an inhabitant of the area).

- 4      **Minutes of the Annual General Meeting of the Parish Council held on 6 May, 2014** – copy attached for information only as the Minutes were signed at the meeting held on 17 June, 2014.

5      **Appointment of Representatives to Local and Other Organisations**

To appoint Parish Council representatives to the following bodies:

- (a)      Nocton Village Hall Management Committee (One Member)
- (b)      Nocton Village Hall Refurbishment Project Team (Two Members)
- (c)      Nocton and Potterhanworth Joint Neighbourhood Plan Working Group (Two Members)

6      **Adoption of Policy and Procedures**

To re-adopt the following Council Policies and Procedures for the Council Year 2015/16:

- (a)      Equality & Diversity Policy
- (b)      Standing Orders
- (c)      Financial Regulations
- (d)      Disciplinary, Dismissal and Grievance Procedure
- (e)      Code of Conduct
- (f)      Complaints Procedure
- (g)      Bullying and Harassment/Dignity at Work Policy
- (h)      Communications Policy
- (i)      Data Protection & Information Security Policy
- (j)      Freedom of Information

N.B: The Procedure for Dealing with Planning Applications and the Constitution and Terms of Reference of the Planning Sub-Committee

will be subsumed into the Standing Orders.

A link to the Policies and Procedures is attached below.

Policies and Procedures

**7 Allocation of Portfolios to Parish Councillors**

To consider the allocation of portfolios/areas of interest to individual members of the Parish Council. The portfolios currently are:

Financial Matters, Budget and Policy	Cllr Goldsworthy
Nocton School and Youth Issues	Cllr Kania
Nocton Hall, Planning, Crime and Social Issues	Cllr Jones
Traffic and Highways Issues, and ArtsNK	Cllr Williams
Publicity and Promotion, and Environment (including wildlife)	Vacancy
Nocton Park	Cllr Faulkner
Village Hall and Social Club	Vacancy

**8 Appointment of Working Groups**

To appoint the following Working Group for the Council Year 2015/16.

- (a) Policy and Procedures Working Group

**9 Bank Account Signatories**

To agree at least one further signatory to the Parish Council's Bank Account to authorise payments made by the Clerk (the only other current signatory is Cllr Goldsworthy).

**10 Dates of Meetings**

- (a) To note that meetings of the Parish Council will be held on the following dates during the remainder of 2015 and in 2016:-

23 June, 4 August (provisional), 15 September, 27 October, 8 December, 2015 and 19 January, 1 March and 12 April, 2016.

- (b) The Parish Council is, however, asked to consider whether it would wish to move to a monthly meeting cycle. If the Parish Council agrees to do so, it is proposed that meetings would be held on the following dates during the remainder of 2015 and in 2016:-

9 June, 14 July, 11 August (provisional) 8 September, 13 October, 10 November and 8 December, 2015 and 12 January, 9 February, 8 March and 12 April, 2016.

**11 Chair's Annual Report 2014/15**

To receive the Chair's report on the work of the Council during the Council Year 2014/15.