

# MUNDESLEY-ON-SEA PARISH COUNCIL

5th May 2017

Dear Sir/ Madam

You are hereby summoned to attend the **Annual Meeting** of Mundesley Parish Council to be held in the Jubilee Room at Coronation Hall, on **Monday 15th May 2017**, at 7pm for the purpose of transacting the business listed on the Agenda below.

Yours faithfully

Cllr Christopher West – Chairman  
The Old Fire Station  
Back Street, Mundesley  
Norfolk, NR11 8JJ  
Tel: 01263 720603  
E mail: christopher.west1@yahoo.co.uk

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## AGENDA

- 01 Election of Chairman**
- 02 Election of Vice-Chairman**
- 03 Chairman & Vice Chairman to Sign Declaration of Acceptance of Office**
- 04 Apologies for Absence**
- 05 Declarations of Interest and requests for Dispensations**
- 06 Minutes of Previous Meetings**
  - 6.1 To agree and sign Minutes of the Annual Meeting held on Monday 16th May 2016.
  - 6.2 To agree the minutes of the Employment Committee meeting held on the 20<sup>th</sup> March 2017.
  - 6.3 To agree and sign the minutes of the Full Council Meeting held on the 24<sup>TH</sup> April 2017.
- 07 Committees**
  - 7.1 To review Planning, Building & Environment Committee Terms of Reference.
  - 7.2 To appoint members for the Planning, Building & Environment Committee
  - 7.3 To review Finance & General Purposes Committee Terms of Reference.
  - 7.4 To appoint members for the Finance & General Purposes Committee.
  - 7.5 To review Employment Committee Terms of Reference.
  - 7.6 To appoint members for the Employment Committee.
- 08 Council Documentation**
  - 8.1 To review and adopt Standing Orders
  - 8.2 To review and adopt Financial Regulations
  - 8.3 To review and adopt Complaints Procedure.
  - 8.4 To review and adopt procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
  - 8.5 To consider and agree adopting Planning Protocol.
  - 8.6 To consider and agree adopting Advertising Policy for Mundesley.

## **09 Asset Register**

9.1 Annual review of all Councils' Assets.

## **10 Insurance**

10.1 To review and confirm arrangement's for insurance cover.

## **11 Outside Bodies**

To review representation to outside bodies

- Coronation Hall
- Citizens Advice Bureau
- MADRA
- Mundesley Youth & Community
- Inshore Lifeboat
- Visitors Centre
- Maritime Museum
- North Norfolk Tourism Overview and Management Forum
- Overstrand Partnership Forum

## **12 Planning, Building & Environment Committee**

### **12.1 Planning Applications**

PM/17/0626 Erection of one and half storey dwelling  
(Reserved matters: appearance and landscaping)  
The Stables, 41A The High Street, Mundesley, Norwich, NR11 8JL

12.2 To consider and agree proposed street names for the Water Lane Development.

12.3 To consider and agree quote for proposed tree works at Fourways, Trunch Road, Mundesley.

## **13 Finance & General Purposes Committee**

13.1 To consider payments for approval.

13.2 To consider and agree approximate amounts to be allocated for future projects.

13.3 Update on Year End.

## **14 To Report any other Business**

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council

## **15 Public Participation Time**

The meeting will be adjourned for a period specified in the Resolution to allow Members of the Public and any Councillors with prejudicial interests to speak.

***Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.***

## **16 Date of Next Meeting**

16.1 To confirm that the date of the next Meeting of the Parish Council will be held on 26<sup>th</sup> June 2017 in the Jubilee Room, Coronation Hall at 7:00pm.