



Fincham Parish Council

An Ordinary meeting of the Parish Council will take place on Wednesday 23rd November 2016 at Fincham Memorial Hall. The meeting will commence at 7.30pm.

**All councillors are summoned to attend.
The Press and Public are welcome to attend.**

Agenda:

1. To consider apologies for absence
2. Declarations of interest
3. Public forum for electors to address the Council
4. To accept minutes of the Parish Council meeting held on 26th October 2016
5. To report on matters arising from minutes (information only)
6. Finance matters
 - a. Donation to Royal British Legion
 - b. Donation to Norfolk Citizens Advice
 - c. Donation to Memorial Hall from Glass Recycling Credits
 - d. Approve monthly expenditure
 - e. Review reconciled cashbook
 - f. Quarter 2 Finance Review
 - g. Draft budget for 2017/18
7. Planning matters
8. To consider and receive reports on Health and Safety issues
 - a. Issues requiring attention
 - b. Review of completion of Health & Safety Inspection Sheets
9. To hear Correspondence received
10. To consider Parish affairs
 - a. Allotment plots
 - b. Grounds maintenance contract and cutting of footpaths
11. To consider Internal Council affairs
 - a. Vacancy for Parish Councillor
 - b. Amendments to bank signatories
 - c. Review of Parish Council documents
 - Risk Management Assessment
 - Business Recovery Map/Continuity Plan
 - Information available under the Model Publication Scheme.
12. To propose agenda items for the next meeting
13. To agree the date of the next meeting as Wednesday 25th January 2017

Signed *Sarah Thorpe*

Dated: 14.11.16

S. Thorpe: Clerk