



# PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB  
Tel: 01508 492182 Email: [clerk@poringland-pc.gov.uk](mailto:clerk@poringland-pc.gov.uk)  
Website: [www.poringlandparishcouncil.gov.uk](http://www.poringlandparishcouncil.gov.uk)  
Clerk to The Council: Charlotte Hummel

## NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend The Annual Meeting of Poringland Parish Council at 7pm  
on Wednesday 8<sup>th</sup> May 2024 at Poringland Community Centre

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The Business to be Transacted is as Follows:

1. Election of Chair to the Parish Council
2. Election of Vice Chair to the Parish Council
3. To Receive and Approve Apologies for Absence
4. To Receive Declarations of Interest
5. To Agree Minutes of the Meeting on 10<sup>th</sup> April 2024
6. Matters Arising, including Clerk's Report
7. Adjournment for Public Participation, County and District Council Reports, and Councillors with any Pecuniary Interests
  - a) District Council Report (7 minutes)
  - b) County Council Report (5 minutes)
  - c) Police Report/Update (5 minutes)
  - d) Public Participation (15 minutes)
8. Planning
  - a) To Consider Applications Received – None at time of Publication
  - b) To Note Planning Decisions - None at time of Publication
9. Finance
  - a) To Note Receipts, Payments, and Bank Reconciliation up to 30<sup>th</sup> April 2024
  - b) Accounts for Payment
    - i. To agree accounts for payment
    - ii. To agree the additional payments list provided
    - iii. Confirm Councillor who will approve payments
  - c) Q4 Budget Monitoring 2023/2024
10. To Discuss and Decide on the Addition of Flag Poles at the Community Centre and the Memorial Gardens
11. To Confirm the Removal of Some of the Play Equipment at Mulberry Green and Approve a Quotation for Work Required at Devlin Drive Park
12. To Approve and Sign the Transfer Papers for Rosebery Park from Big Sky.

**13. To Receive an Update and Consider Recommendations from:**

- a) Community Centre Advisory Group
- b) Finance and Governance Advisory Group
- c) Community Land Project
- d) Confirm Meeting dates for Advisory Groups for the forthcoming 12 months

**14. To Receive Proposal to Close the Meeting for Item 15 Under Section 1 Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 – HR**

**15. Recruitment and General HR Matters**

**16. Date and Time of Next Parish Council Meeting**

The next Parish Council Meeting will take place on Wednesday 8<sup>th</sup> May 2024 at 7pm at Poringland Community Centre unless otherwise advised.

*Dated: 2<sup>nd</sup> May 2024*

*Parish Clerk:*

A handwritten signature in black ink, appearing to be 'C. E.', written in a cursive style.