Normandy Parish Council

Serving Our Community through working in Partnership

To all Members of Normandy Parish Council

You are summoned to attend the Annual Meeting of **NORMANDY PARISH COUNCIL** that will be held on **Wednesday 19 May 2021** at **7.30 pm** at **Normandy Village Hall**

The meeting is open to the press and public unless the council do otherwise resolve to enter private session where members of the public and press are excluded. However, due to the Covid restrictions in place we are limited by the reduced capacity of the venue and reserve the right to restrict access once this capacity is reached.

Andy Beams
Locum Clerk and Acting Proper Officer to Normandy Parish Council ***Publication date: 14 May 2021***

AGENDA

C-01 **ELECTION OF CHAIRMAN AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**
To elect a Chairman for the civic year and for them to sign the Chairman's Declaration of Acceptance of Office

C-02 **ELECTION OF VICE-CHAIRMAN**
To elect a Vice-Chairman for the civic year

C-03 **APOLOGIES**
To receive and accept apologies for absence.

C-04 **DECLARATIONS OF INTEREST**
To receive any declarations of personal and/or prejudicial interest from members regarding items on the agenda.

C-05 **MINUTES OF PREVIOUS MEETING**
To receive and adopt the minutes of the Council meeting held on 4 May 2021.

C-06 **QUESTIONS FROM THE PUBLIC**
Members of the public may ask a question, make representation, or give evidence in respect of the business on the agenda for a maximum per item of 3 minutes.

C-07 **COUNCIL GOVERNANCE POLICIES**
To approve and adopt the following documents:
(a) Standing Orders
(b) Financial Regulations
(c) Members' Code of Conduct

C-08 **OTHER COUNCIL POLICIES**
To authorise the Locum Clerk to prepare draft policies for the Council, or appropriate committee, to consider.

C-09 **COMMITTEE STRUCTURE AND MEMBERSHIP**
To approve the establishment of the following committees and agree the membership of each:
(a) Estates and Facilities
(b) Finance and Governance
(c) Human Resources
(d) Planning

C-10 **SCHEME OF DELEGATION AND TERMS OF REFERENCE**
To authorise the Locum Clerk to prepare a Scheme of Delegation and Committee Terms of Reference based on the structure agreed in agenda item C-09.

C-11 **COUNCIL BANKING ARRANGEMENTS**

To agree councillor signatories for the Lloyds Bank account and approve changes to the bank mandate.

C-12 **IT AND SOFTWARE**

(a) To consider the quotation for the purchase of Microsoft 365

(b) To consider the quotation for the purchase and ongoing maintenance of the Rialtas Business Solutions accounting software package

C-13 **GENERAL POWER OF COMPETENCE (GPC)**

To consider the Council's eligibility for the General Power of Competence and approve its adoption.

C-14 **THE VILLAGER**

To approve the draft circulated prior to the meeting.

C-15 **PAYMENTS**

To approve the schedule of invoices for payment to be made by Guildford Borough Council (to be tabled at the meeting).

C-16 **PLANNING**

To consider responses to the following applications:

No.	Address	Detail
21/P/00851	5 Elm Hill Bungalows, Guildford Road, Normandy, Guildford, GU3 2JA	Demolition of the existing detached dwelling and erection of a new one and a half storey 4 bedroom detached dwelling.
21/P/00967	Land to the west of North Wyke Farm, Guildford Road, Normandy, GU3 2AN	Demolition of the existing equestrian buildings on site and the erection of a single storey detached dwelling.
21/P/01014	Robert Cecil Place, Henley Park, Normandy, Guildford, GU3 2BZ	Erection of a new garage, attached to existing garage
21/P/01015	Robert Cecil Place, Henley Park, Normandy, Guildford, GU3 2BZ	Listed Building Consent for the erection of a new garage, attached to existing garage.
21/P/01017	Strathclyde, Slade Lane, Ash, Guildford, GU12 6DY	Proposed single storey front extension

C-17 **MEETING SCHEDULE**

To consider and approve the proposed meeting schedule.

C-18 **EXCLUSION OF THE PRESS AND PUBLIC**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

C-19 **RESIDENTS CORRESPONDENCE**

To discuss correspondence received and agree any actions.

C-20 **STAFF MATTERS**

To discuss any outstanding staff issues and agree any actions.