

# Normandy Parish Council

Serving Our Community through working in Partnership

To all Members of Normandy Parish Council

You are summoned to attend a meeting of **NORMANDY PARISH COUNCIL** that will be held on  
**THURSDAY 26 MAY 2022 at 7.30 pm** (or at the conclusion of the Planning Committee meeting if later)  
at **ROYAL BRITISH LEGION HALL** on **GUILDFORD ROAD, NORMANDY**

*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.*

*S Lane*

**Sam Lane**  
Clerk to Normandy Parish Council

**Publication date: 17 May 2022**

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## AGENDA

- C-001 ELECTION OF CHAIRMAN**  
To elect the Chairman of Normandy Parish Council for the 2022/23 civic year. The new Chairman to sign the Chairman's declaration of acceptance of office.
- C-002 ELECTION OF VICE-CHAIRMAN**  
To elect the Vice-Chairman of Normandy Parish Council for the 2022/23 civic year.
- C-003 APOLOGIES**  
To receive and accept apologies for absence.
- C-004 DECLARATIONS OF INTEREST**  
To receive any declarations of personal and/or prejudicial interest from members regarding items on the agenda
- C-005 MINUTES OF PREVIOUS MEETINGS**  
To receive and adopt the minutes of the council meeting held on 31 March 2022
- C-006 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-007 REPORT ON PROGRESS ON CO-OPTION OF NEW COUNCILLORS**  
To receive update on applications to become Parish Councillors and consider co-options.
- C-008 REPORTS FROM OTHER AUTHORITIES**  
To receive reports from representatives of other authorities:  
(a) Surrey County Council  
(b) Guildford Borough Council
- C-009 COMMITTEE STRUCTURE AND MEMBERSHIP**  
To agree the standing committees for 2022/23 and appoint Members to each committee as below. Committee Chairmen to be elected at first meeting of each committee.  
(a) Estates and Facilities  
(b) Finance and Governance  
(c) Human Resources  
(d) Planning

- C-010            WORKING GROUPS**  
To consider whether the Events Working Group should be formed into a committee and given delegated decision-making powers.
- C-011            COUNCIL MEMBERSHIPS AND SUBSCRIPTIONS**  
To confirm the council's ongoing membership and/or subscription of the following:  
(a) National Association of Local Councils (NALC) and Surrey Association of Local Councils (SALC)  
(b) Rural Services Partnership  
(c) Information Commissioner's Office (ICO)  
(d) Parish Online  
(e) Rialtus Business Solutions (RBS)
- C-012            COUNCIL GOVERNANCE POLICIES**  
To approve and adopt the following policies (as recommended by the Finance and Governance Committee)  
(a) Standing Orders  
(b) Financial Regulations
- C-013            SCHEME OF DELEGATION AND TERMS OF REFERENCE**  
To approve continuation of the existing Scheme of Delegation and Terms of Reference for committees.
- C-014            GENERAL POWER OF COMPETENCE (GPC)**  
To consider the council's eligibility for the General Power of Competence and approve its adoption.
- C-015            OTHER POLICY AND PROCEDURE REVIEWS**  
To agree to defer other policy and procedural reviews to a later meeting.
- C-016            URGENT COMMITTEE BUSINESS**  
To consider any urgent items referred from any of the committees for approval by council
- C-017            JUBILEE EVENTS**  
To consider any actions or agreements needed for the Jubilee events
- C-018            FINANCE**  
To approve the schedule of invoices for payment (to be tabled at the meeting)
- C-019            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-020            STAFFING**  
To receive an update on staff matters and confirm arrangements for the roles within the council.
- C-021            ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS**  
To receive any urgent information items and agree any items for inclusion on future council and/or committee agendas.