



## Full Council Meeting

Councillors are hereby summoned to an Ordinary Meeting of Fincham Parish Council on **Wednesday 26 March 2025** immediately following the Annual Parish Assembly at 7.15pm in **Fincham Memorial Hall**, High Street, Fincham, King's Lynn, PE33 9EJ for the purposes of transacting the following business. Members of the press and public are invited to attend.

**Fincham Parish Council**

*C O'Brien*

**Chairman**

[finchampc@gmail.com](mailto:finchampc@gmail.com)

**Date of issue:** 21/3/2025

*Public participation is permitted during the public forum, 15 minutes maximum (3 minutes per person) unless directed by the chairman of the meeting. Only business on this agenda (for anything else, please contact the Clerk for inclusion at a future meeting).*

### Agenda

- 1. To note members attendance & receive apologies for absence**
- 2. To receive declarations of interest & consider any requests for dispensation**
- 3. To approve minutes of meeting held on 22 January 2025\***
- 4. Public forum**
- 5. Reports**
  - 5.1. Norfolk County Councillor
  - 5.2. BCKLWN District Councillor/s
- 6. To report on matters arising from previous minutes or not elsewhere on the agenda (information only)**
- 7. Finance**
  - 7.1. Receive details of monthly receipts (if applicable)
  - 7.2. Note transfer of £5000 from savings to current
  - 7.3. Approve monthly expenditure\*
  - 7.4. Review reconciled cashbook\*
  - 7.5. Current grounds maintenance contract - Receive update on invoicing reverting back to per occasion & consider new pricing for 2025 (sign & return letter to acknowledge & agree)
  - 7.6. New grounds maintenance provider - Consider quotation for 2025
  - 7.7. Consider key contact for bank, signatories & temporarily reverting to cheque payments
- 8. Planning**
  - 8.1. Consultations on applications
  - 8.2. Decisions received
- 9. Parish matters**
  - 9.1. Return of health & safety inspection sheets / report issues requiring attention
  - 9.2. Nature Reserve – receive update (if applicable)
  - 9.3. Allotments – receive hedgerows update

\* Supporting documentation

- 9.4. SAM2 – receive service update
- 9.5. Defibrillator – receive update
- 9.6. Footpaths – receive update (if applicable)
- 9.7. TROD – receive update (if applicable)
- 9.8. Chalk Pit – receive update on address (if applicable) & consider ideas for use

**10. Biodiversity Policy**

Receive update from working party & consider action plan

**11. To hear correspondence received & consider action**

- Change to Parish Precept Payments
- Churchyard grounds maintenance donation response
- Members Allowances Independent Panel report for Parish Councils
- Norfolk ALC Finance & IT update from County Officer
- Newsletter inclusion request

**12. Newsletter**

Date of next edition & items for inclusion

**13. Facebook page**

Receive update & consider next steps

**14. Internal Council Affairs**

- 14.1. Returned Council Files & Equipment – consider who will securely store, who may access (strictly in accordance with Standing Orders, Financial Regulations & Data Protection regulations) & any other necessary measures
- 14.2. Historical council documentation – receive update from working party & consider next steps

**15. To propose agenda items for next meeting**

**16. To confirm date & time of next meeting**

Wednesday 28 May 2025 at 7.15pm for the Annual Meeting of the Parish Council

**To consider excluding the press and public under the Public Bodies (Admissions to Meetings) Act 1960 during the discussion of the following agenda item due to the confidential nature of matters to be discussed. The session cannot be recorded**

**17. Staffing Matters**

- 17.1. Note resignation of Clerk & Responsible Financial Officer (Locum)
- 17.2. Review & consider job description, contract, payscale, equipment/allowances/benefits, recruitment process & advert for replacement Clerk
- 17.3. Review & adopt essential (detailed in contract) employment policies
- 17.4. Discuss & consider any temporary measures & next steps