

# Dersingham Parish Council

Dersingham Village Centre, Manor Road, Dersingham,  
King's Lynn, Norfolk PE31 6LN

Tel: 01485 541465 E-mail: Clerk@dersingham.org.uk



Clerk: Sarah Bristow Chair: Sue Payne

**ALL COUNCILLORS ARE HEREBY SUMMONED TO ATTEND  
THE ANNUAL MEETING OF DERSINGHAM PARISH COUNCIL  
MEMBERS OF THE PUBLIC ARE WELCOME**

7 May 2019

Dear Councillor

Notice is given that a meeting of Dersingham Parish Council will be held on Monday  
13 May 2019, at 7.00pm at Dersingham Village Centre, Manor Road, Dersingham

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S Bristow', with a long horizontal flourish extending to the right.

Parish Clerk.

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office. Nominations received.
2. To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office. Nominations received
3. To receive apologies for absence
4. To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.  
Please indicate if there are any interests, which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.
- 5 To review and adopt the Standing Orders for Dersingham Parish Council.
- 6 To review and adopt the Financial Regulations for Dersingham Parish Council.
7. To review Committees and its Membership  
Councillors to vote on Committees going forward and in what Capacity.
8. Appointment of Parish Council representatives to serve on the following Committees/Organisations  
(Current List Attached)

9. To receive attached reports from:
  - a) Communication Committee – Cllr C Shepherd
  - b) Planning Committee – Cllr C Hipkin
  - c) Environment Committee – Cllr B Anderson
  - d) Finance Committee – Cllr M Shepherd
  - e) Dersingham United Charities – Sharon Fettes (Sec)
  - f) Chairman’s Report – Cllr S Payne
  
10. Date, Time and Place of next Annual Parish Council Meeting.
  
11. Items for inclusion on the next agenda.
  - A End of Year Accounts
  - B Policies
  - C Financial Risk Assessment
  - D Effectiveness of Internal Financial controls/ Appoint Internal Audit Control Officer.
  - E Review and Appoint Bank Signatories
  - F Internal Auditor’s Report/Appointment
  - G Asset Register review for 19/20
  - H To Consider the process for the co-option of a Councillor/s to fill Election Vacancies
  
12. Date & Place of next meetings.

Parish Council Meeting on Monday 20 May 2019 starting 7.00pm at The Garden Room Dersingham Village Centre, Manor Road, Dersingham.

**EXCLUSION OF THE PRESS AND PUBLIC**  
To consider passing the following resolution:  
“That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A to the Act.”
  
13. Dersingham Centre Leases
  - a) lease with DVCA
  - b) Office Lease with DVCA
  - c) Valuation Office Agency Letters