**Ingworth Parish Council**

**Clerk to the Council: Kirsty Cotgrove, 7 Adams Lane, Corpusty, Norwich, NR11 6QJ**

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**To members of Ingworth Parish Council**

You are summoned to attend a meeting of Ingworth Parish Council which will be held at 7pm on Thursday 11th February 2016 in the Reading Room, Ingworth. The business to be conducted is given below:

1. Chair’s welcome and apologies for absence
2. Declarations of Interest
3. To agree the minutes of the Parish Council Meeting held on Thursday 12th November 2015
4. Matters Arising
5. Planning
6. Finance

(i) To approve the following payments:

K. Cotgrove - Clerk’s salary for February meeting £ 250.00

ICO renewal £ 35.00

K Cotgrove – 25% of CiLCA training course £ 62.50

NNDC – uncontested election costs £ 11.64

Soanes Signs – playground signs £ 44.40

1. An update on the Bure river frontage
2. To discuss parking in the village
3. To discuss and agree changes to the audit arrangements
4. To review and agree the grass cutting contract
5. To agree an application for a Transparency Grant for the purchase of a Parish Council laptop
6. To agree and adopt the following policies:

(i) Expenses policy

(ii) Disciplinary procedure

(iii) Equalities policy

(iv) Grievance policy

(v) Lone workers policy

1. Reports
2. Items for discussion at the next meeting
3. Date of next meeting

**Kirsty Cotgrove, Clerk, 5th February 2016**