**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 7:30pm on Thursday 19th May 2016 in the Reading Room, Ingworth. The business to be conducted is given below:

1. (i) Election of Chair for 2015-16 and Declaration of Office

(ii) Election of Vice Chair for 2015-16 and Declaration of Office

1. Chair’s welcome and apologies for absence
2. Declarations of Interest & dispensations to speak
3. To agree the minutes of the Parish Council Meeting held on Thursday 11th February 2016
4. Matters Arising
5. Planning
6. Finance

(i) To approve the following payments:

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

 K Cotgrove - expenses £ 22.00

 Stuart Fowler – internal audit £ 25.00

 CiLCA 2nd instalment £ 62.50

 E-on – electricity bill £ 53.84

 Came & Company – insurance renewal £ 369.51

 PC World – Parish Clerk laptop & software £ 378.80

(ii) To acknowledge receipts:

 Transparency grant £ 336.06

 NNDC precept 1st instalment & grant £ 1239.00

 Came & Company insurance refund re playground £ 32.14

(iii) To approve and sign the 2015-16 Annual Return

(iv) To agree and sign a direct debit mandate for E-on

1. To agree a one year sabbatical for Belinda Northey
2. To review and agree the following policies:

(i) Standing Orders

(ii) Risk management policy

(iii) Code of Conduct

(iv) Complaints policy

(v) Freedom of Information scheme

(vi) Financial regulations

(vii) Annual review of the effectiveness of internal control

(viii) Annual review of the effectiveness of internal audit

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

**Kirsty Cotgrove, Clerk, 10th May 2016**