

## STRATTON STRAWLESS PARISH COUNCIL

Clerk: Mrs Vicky Powell

9 Clabon Second Close, Norwich, Norfolk, NR3 4HQ

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### NOTICE OF MEETING AND SUMMONS TO ATTEND

The Annual meeting of the Parish Council will be held on Monday 17<sup>th</sup> May at 7:30pm in Burroughes Hall, Parish Road

#### AGENDA

- 1 To receive apologies (*telephoned to the Clerk in advance*)
- 2 Election of Chairman and signing of Acceptance of Office
- 3 Election of Vice Chair
- 4 To agree appointment of Village Hall Representative
- 5 To agree appointment of Footpath Warden
- 6 To agree appointment of Tree Warden
- 7 To receive Declarations of Interest and consider any requests for Dispensation
- 8 To approve minutes of the meeting held on 12<sup>th</sup> April 2021
- 9 To report matters arising from the previous meeting not on the agenda
- 10 To receive District and County Councillors reports
- 11 To receive Clerks report
- 12 To adjourn for Public Participation
- 13 To discuss and agree response regarding Recycling banks
- 14 To discuss and agree any action regarding Parish noticeboards
- 15 To discuss and agree any action regarding outstanding issues
  - i) Mansom Plantation
- 16 To note SAM2 results.
- 17 Planning
  - i) None received
- 18 Finance
  - i) To discuss and agree purchase of laptop for SAM2
  - ii) To approve accounts for payment
  - iii) To agree accounts for year ending 31<sup>st</sup> March 2021
  - iv) To agree AGAR exemption and complete relevant forms
- 19 To discuss recruitment of Parish Clerk
- 20 Receive items for agenda of next meeting
- 21 Date of next meeting - 14<sup>th</sup> June 2021

*COVID-19: Requirements for this meeting Those attending this meeting need to be aware of the following requirements and precautions.*

- *A COVID-19 risk assessment has been carried out by the Village Hall Committee.*
- *The room and equipment used will be wiped down before and after use with antibacterial spray/wipes.*
- *Chairs will be set out at a 2m distance.*
- *You must keep a social distance between yourself and others not living with you of 2m during this meeting. Where this is not possible face masks must be worn.*
- *You must provide your own face mask.*
- *You must sanitise your hands on the way in and out of the building. Hand sanitiser will be provided at the entrance/exit.*
- *A one way system will be in place, entering via the main door and leaving via the kitchen door.*
- *You must provide your name and contact telephone number to the Clerk for track and trace.*
- *No paperwork will be provided and should not be shared.*

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