

# CRINGLEFORD PARISH COUNCIL

SONYA BLYTHE  
CLERK OF THE PARISH COUNCIL  
THE WILLOW CENTRE  
1-13 WILLOWCROFT WAY  
CRINGLEFORD NR4 7JJ

Telephone 01603 250198

## TO MEMBERS OF THE COUNCIL

You are hereby summoned to attend a Meeting of  
Cringleford Parish Council on  
Wednesday 11 September at 7.30pm at The Willow Centre  
For the purpose of transacting the following business:-

### AGENDA

1	Welcome and to accept apologies for absence
2	To receive Chairman's announcements, if any
3	To accept any declaration of Members Interests  (Members are not required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate and must leave the room for the whole of an agenda item to which they have a Disclosable Pecuniary Interest. Members may disclose any other interests they may have in the interests of transparency)
4	To confirm the minutes of the meetings held on 10 July 2024 and consider any matters arising (for information)
5	To receive questions from parishioners (maximum of 15 minutes, per Standing Orders)
6	To receive reports from District and County Councillors
7	To note and agree actions for correspondence received:
7.1	Village green flagpole request
7.2	To consider time-sensitive correspondence received since the agenda was dispatched
8	To receive the Clerk's report
9	To review the updated Health and Safety Policy
10	To receive the notes and consider recommendations from the Recreation and Amenities Advisory Group

11	To receive the minutes and consider recommendations from the Planning and Environment Committee
12	To receive quotes for The Jubilee Centre overflow carpark and, if over the contingency amount, approve a quote
13	To consider logo options for The Jubilee Centre
14	Finance:
14.1	To agree the payments for September 2024, from 16 August to 12 September, and confirm payments made in August 2024
14.2	To receive the August bank reconciliations and accounts to date
14.3	To agree which signatories will authorise BACs payments online on 12 September 2024
14.4	To confirm the new Administrator can be added to the parish council bank accounts
14.5	To confirm that Cllr Fielding has checked the monthly payments list against the bank statement
14.6	To note the conclusion of audit
14.7	To appoint the internal auditor for the 2024/5 accounts
15	To confirm the date of the next meeting on Wednesday 10 October 2024 at 7.30pm
16	To receive items for the next quarterly newsletter
17	To receive items for the next agenda
18	To consider excluding the public due to the confidential nature of the following business, under The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2).
19	To receive a staffing update (if any)
20	To receive information on General Data Protection Regulation breaches (if any)
21	To receive any commercial aspects relating to the purchase of an open space (if any)

Signed: *Sonya Blythe*  
Parish Clerk

Dated: 4 September 2024