



Blofield Parish Council

Chair – Rob Christie Clerk to the Council – Sarah Osbaldeston and Melanie Eversfield
Blofield Parish Council, 19 Willow Close, Brundall,
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You are invited to the Annual Parish Council Meeting (APCM) to be held in the Courthouse on Monday 21st May 2018 at 7.00pm for the purpose of transacting the following business. This will be followed by the Parish Council meeting commencing at 7:30pm.

Agenda

1. Welcome and Introduction to the meeting (RC)
2. Election of Chair
3. Election of Vice Chair
4. To accept apologies for absence
5. To ensure all councilors have updated their Declarations of Interest forms
6. Election of two planning leads
7. **TO APPOINT VILLAGE HALL REPRESENTATIVES:**
 - 7.1. Two Margaret Harker Hall representatives
 - 7.2. Two Court House representatives
 - 7.3. Two Heathlands Community Centre representatives
8. To appoint the parish council trustee for Heathlands Community Centre
9. To appoint the hall project working group
10. **APPOINTMENT OF COUNCIL REPRESENTATIVES:**
 - 10.1. Appointment of Blofield Fuel Charity representatives
 - 10.2. Appointment two Reve Foundation and Relief-In-Need charity representatives
 - 10.3. Appointment of two tree wardens
 - 10.4. Appointment of two footpaths wardens
 - 10.5. Appointment of two Allotment representatives attending the BAA/Council working party
 - 10.6. Appointment of two Local Authority Cluster representatives
 - 10.7. Appointment of a Blofield Churchyard representative
11. **FINANCE APPOINTMENTS:**
 - 11.1. Election of a Finance Chair
 - 11.2. To appoint finance working party and data protection working party members
 - 11.3. To appoint an internal 'finance control' from the council (to check finances quarterly)
 - 11.4. To approve the continuation of Mrs Pauline James as the Council's Internal Auditor
 - 11.5. To approve 4 cheque signatories
 - 11.6. To approve facebook/website administration will pass to the assistance clerk role
 - 11.7. To appoint a youth advocate
12. **CLOSE THE MEETING**

Sarah Osbaldeston Parish Clerk
16 May 2018

Under regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify the clerk prior to the start of the meeting. The Council has a policy available on request.