

## **BLAKENEY PARISH COUNCIL - NOTICE**

The **Annual General Meeting (AGM)** of the Parish Council will take place on **Tuesday 7<sup>th</sup> May 2024 at 7pm** in The Parish Office/Parish Room.

*All Councillors are hereby summoned to attend.*

*Tracey Bayfield*

Mrs Tracey Bayfield  
Clerk to the Council  
Dated: 30<sup>th</sup> April 2024

1. *To receive* nominations for the **Election of;**
  - (a) Chairman for 2024/25.
  - (b) Vice Chairman for 2024/25.
2. *To receive* signed **Declarations of Acceptance of Office** – Forms from the Chairman and Vice-Chairman.
3. *To receive & approve* **Apologies** for absence.
4. *To receive* **Declarations of Interest** from members in relation to this meeting – Under the Code of Conduct, Members must declare any disclosable Pecuniary Interests. If such an interest is declared, then the member is not permitted to remain in the meeting for said item. They must not take part in the discussion or the voting.
5. *To remind* members that they must go online and ensure that their **Register of Declarations of Interest** via NNDC is up to date.
6. **Open Public Session** - if required.' (*Maximum of 15 minutes.*)
7. *To receive & adopt* the following **PROCEDURAL DOCUMENTS** –
  - i) Model Standing Orders
  - ii) Financial Regulations
  - iii) Financial Risk Assessment
  - iv) Effectiveness of Internal Audit/Financial Controls
  - v) Asset Register
  - vi) Terms of Reference for Committees
  - vii) List of Direct Debits
  - viii) To confirm the named BPC Bank Signatories (ideally 4)

- ix) Blakeney Parish Council resolves from 23<sup>rd</sup> May 2023, until the next relevant Annual General Meeting of the Council (May 2027), that having met the conditions of eligibility as defined in the Localism Act 2011 and SI965, The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the **General Power of Competence**.

8. *To re-appoint Internal Auditor* for 2024/25.

9. *To Elect* Parish Councillors to represent BPC on the following outside organisations.

- i) **Blakeney Village Hall Trustee Representative**
- ii) **North Norfolk Coast Advisory Group**
- iii) **North Norfolk Town & Parish Forum (NNDC)**
- iv) **The Blakeney Channel Coastal Community Team (B3CT)**
- v) **Norfolk Association of Local Councils (Nfk ALC)**

10. **Review of Committee Structure & members:** including Sub Committees, Advisory Groups, Working Parties & Staff. Also, of other Local Authorities & not for profit bodies, if not done in the course of the year.

- i) **Finance & Governance Committee** - Terms of reference states max of 6, so quorum = 3 & with or without delegated powers?
- ii) **Personnel/Data Protection Committee** – Terms of reference states max of 6, so quorum = 3 & with or without delegated powers?
- iii) **Dinghy Park Management Group** – 3 BPC representatives plus members of the public – Terms of reference states 6 members so quorum = 3 & with or without delegated powers?
- iv) **Bonfire & Fireworks Committee** – 3 to 5 members ideally & with or without delegated powers?
- v) **BPC Affordable Housing Committee (& BNHS)** – Terms of reference states 6 members, so quorum = 3 & with or without delegated powers?
- vi) **Recommend to dissolve; Blakeney Neighbourhood Plan Steering Group** – 4 BPC representatives plus members of the public – Terms of reference states 12 members so quorum = 4 & with or without delegated powers?
- vii) **Party on The Pastures Committee & other additional Events** – Max 4 Cllrs plus 4 members of the public – quorum = 3
- viii) **BPC & The National Trust Working Group** (no powers) – Quarterly updates – Max 3 – meetings are not open to the public

- ix) **Recommend to dissolve; Traffic Management Working Group** (no powers) – Max 6 – meetings are not open to the public
- x) **Heritage Boards Working Group** (no powers) - Max 6 – meetings are not open to the public. *Is this group needed? Clerk will update.*
- xi) Appointment of any **New Committee.**
- xii) *Review of **representation on or work with external bodies** and arrangements for reporting back, which should be a written report, circulated to The Clerk and all Councillors as per Standing Orders.*

## **TRUSTEES** -

**PARISH COUNCIL TRUSTS:** Charity no. 1083592 – *To reconfirm* that “other than where detailed specifically on any deeds/constitution, Parish Council Trustees should be present serving Parish Councillors and not ex Parish Councillors. I.e. once a Parish Councillor leaves the Council, he/she leaves all other positions in relation to the Parish Council Charities/Trusts/Committees.”

- i) **Blakeney War Memorial Cottages Trust:** Charity no. 242413 – The Almshouse Association has confirmed that BPC **cannot be** the Sole Trustee as this is Housing Provision and that the ideal number of Trustees is 4 members. *This Trust must meet and operate totally independent of the Parish Council, as per legal advice obtained 2017. As per the Declaration of Trust, the Quorum is a third **depends on number of Trustees.*** (Not 3, as this is not a Council committee.)
- ii) **The Pastures & Other Blakeney Land Charitable Trust** (Has to be All Cllrs) – BPC is the **Sole Trustee ie; all serving Cllrs are automatically Trustees.** *This Trust must meet and operate totally independent of the Parish Council, a per legal advice obtained 2017. As per the Declaration of Trust, the Quorum is a third, so **4.*** (Not 3, as this is not a Council committee.)
- iii) **Poor’s Land:** Charity no. 242411 – *Land on Langham Road* – Ideally 4 Trustees
- iv) **Parish Rent:** Charity no. 24241 – *Land in High Street* – Ideally 4 Trustees
- v) **Red House Land** - (3 Public Reps; Mervyn Williamson automatic appointment as owner of The Red House as per the Trust Doc, and 2 appointed by BPC; Roland Goodison & Neil Thompson)

***END OF ANNUAL GENERAL (PARISH COUNCIL) MEETING***