

FRETtenham PARISH COUNCIL

Clerk to the Council:

Anne Tandy

48 Green Lane West, NR13 6PG

T: 07562014003

E: clerk@frettenham-pc.gov.uk

W: www.frettenham-pc.gov.uk



Annual Parish Council Meeting

I give notice of a meeting and summon all Council members to attend.

The meeting will be held on **Monday 11th May 2026 at 7.30pm**

Frettenham Village Hall, Church Road, Frettenham, NR12 7NN

Members of the public are welcome to attend.

A Tandy

Clerk to the Council

6th May 2026

Agenda

1. Election of Parish Council Chairman and completion of the Declaration of Acceptance of Office
2. Election of Parish Council Vice Chairman
3. To consider any apologies for absence
4. To receive declarations of interest in items on the agenda and consider any requests for dispensations
5. To agree the minutes of the minutes of the Parish Council meeting held on 13th April 2026
6. **Public Forum** (including County and District Councillor Reports)
 - a. Receive reports from the County and District Councillors
 - b. Residents' questions (10 minutes to hear any questions from the public)
7. To report progress on any matters arising from the last meeting (if not on the Agenda)
8. **To agree the appointment of councillors to council roles:**
 - a. Internal Control
 - b. Community Group
 - c. Allotments
 - d. SAM2 and Defibrillators
 - e. Bank Signatories and online authorisers
 - f. Playground Inspections
9. **To agree the appointment of councillors to outside bodies:**
 - a. Frettenham Village Hall Committee
10. **Reports**
 - a. To hear an update on the village newsletter
 - b. To hear an update on Highways matters
 - c. To receive the SAM2 Report
 - d. To hear a report on the activities of the village hall (Philip)
 - e. To hear a report on regular play area inspections.
11. **Allotments**

To hear an update following a meeting with Wroxham Home Farms regarding the alternative allotment sites.

12. Insurance

To consider quotes for 2026/27.

13. Annual Audit 2025/26

- a. To receive the Internal Auditors report & recommendations and consider the response
- b. To receive the Annual Governance Statement in the 2025/26 Annual Governance & Accountability Return (AGAR)
- c. To receive the Statement of Accounts in the 2025/26 AGAR.

14. Policies

- a. To consider the adoption of a Lone Worker Policy
- b. To consider the adoption of a Scheme of Delegation
- c. To review the Bad Debt Policy
- d. To review the Internal Control Policy
- e. To review the Play Area Risk Management Policy
- f. To review the Website Privacy Statement

15. Accounts

- a. To note the bank Reconciliation for April 2026.
- b. To consider the Council's membership renewal to Norfolk Parish Training and Support for 2026-27 at a cost of £170.00 +VAT.
- c. To agree the payments listed below for April 2026 and agree online authorisers:

| Voucher | Date | Supplier | Account name | Net | VAT | Total |
|---------|------------|-------------------------------------|-----------------------------------|---------|--------|---------|
| 314 | 11/05/2026 | Norfolk Parish Training and Support | Norfolk Parish Training & Support | -170.00 | -34.00 | -204.00 |
| 315 | 11/05/2026 | Frettenham Village Hall | Village Hall Hire | -30.00 | 0.00 | -30.00 |
| 316 | 20/05/2026 | Anglian Water | Allotment Water | -43.87 | 0.00 | -43.87 |
| 317 | 11/05/2026 | Susan Lake | Audit Fees | -75.00 | 0.00 | -75.00 |
| 318 | 31/05/2026 | Unity Trust Bank | Bank Fees | -7.00 | 0.00 | -7.00 |
| 319 | 11/05/2026 | Easy PC Accounts | Accounts Software | -84.00 | 0.00 | -84.00 |
| 320 | 28/05/2026 | Anne Tandy | Clerk Salary | -461.50 | 0.00 | -461.50 |
| 321 | 11/05/2026 | Anne Tandy | Home Working/Travel Expenses | -39.86 | 0.00 | -39.86 |

16. Correspondence

- Resident email regarding poor pavement conditions on Freydon Way.
- Broadland District Council – Agenda for the Town and Parish Forum 14 April 2026
- Broadland District Council – Monitoring Office update
- Finding Fitness – funding for football target training equipment
- Norfolk County Council – Temporary Road Closure for Well Green/Post Office Road junction.

17. Items for the Parish Council meeting on **Monday 8th June 2026.**