

**Town Clerk | Swaffham Town Council**

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**From:** NorfolkALC County Officer <CountyOfficer@norfolcalc.gov.uk>  
**Sent:** 25 October 2018 10:53  
**To:** NorfolkALC County Officer  
**Cc:** Admin; Gabbie Joyce; NorfolkALC IT; NorfolkALC County Officer  
**Subject:** Norfolk ALC AGM on 22nd November - formal notice to members  
**Attachments:** Norfolk ALC AGM 2018 - Agenda.docx; Norfolk ALC AGM 2017 Minutes.docx

Dear colleague, this is simply to provide you with your formal notice of this year's AGM. Please find enclosed this year's draft N-ALC AGM agenda/last year's minutes. If you have delegates from your council wishing to attend, book attendance via: <http://www.norfolcalc.gov.uk/events-booking-form.html> . Refreshments will be provided from 5.45pm on the day, with the meeting starting shortly after 6pm. Some hard copies of the agenda/ papers will be available on the night. Kind regards Russell

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**70<sup>TH</sup> ANNUAL GENERAL MEETING  
THURSDAY, 22<sup>ND</sup> NOVEMBER 2018 - 18:00-20:00  
SEWELL ROOM, NORFOLK COUNTY COUNCIL, COUNTY HALL, MARTINEAU  
LANE, NORWICH, NR1 2UF**

**AGENDA**

**Refreshments from 5.45pm**

**6.10 pm Welcome and introductions**

**6.20pm Speaker 1:** Jonathan Owen, Chief Executive of the National Association of Local Councils on current developments in our local council sector

**6.30pm Speaker 2:** the Rt Hon Norman Lamb MP, Member of Parliament for North Norfolk, to provide a brief insight into current parliamentary business, with an emphasis on matters relevant to us.

**6.55pm Clerk of the Year 2018 awards**

Presentation of the awards (kindly sponsored by Westcotec) and to announce the overall winner

**7.00pm Break and Refreshments**

**7.10pm 2018 Annual General Meeting of the Association**

1. To receive apologies for absence
2. To receive and approve the minutes of the previous meeting held on 20 November 2017
3. Any matters arising
4. To receive the Annual Report for the year 2017/18
5. To receive and approve the audited accounts for 2017/18
  - 5.1 To receive any questions relating to the accounts
6. Election of officers, as recommended by the Executive Committee:
  - 6.1 President.
  - 6.2 Vice President.
  - 6.3 Appointment of Auditors for the year 2018/19. Recommendation is to re-appoint Eastern Internal Audit Services (EIAS), whose registered office is South Norfolk District Council, South Norfolk House, Swan Lane, Long Stratton, Norfolk NR15 2XE, at a fee agreed by the Executive Committee
7. Motions from Member Councils:

## 7.1 Proposed by Bunwell Parish Council:

Norfolk ALC is very concerned to note that despite repeated promises from government ministers over the past several years, which seem to have been abandoned whenever the minister is moved to another position, nothing has been done to right the absurd anomaly that Parish Councils – being precepting authorities – have to pay rates on community buildings including public toilets for which charities get 80 to 100% relief. This is particularly important as many public toilets have been handed over to parish councils to run and this imposes a new burden on them – and many are being closed across the country. We urge the National Association to press (and keep pressing) the government to keep their promise”

## 7:30pm **Closing remarks**

### **NOTE 1**

#### Voting Representatives

Although each member council can send as many representatives as it wishes, only two such members of each member council are allotted voting rights. Those councillors nominated to vote will be issued with voting cards at registration.

### **NOTE 2**

#### Motions (Subject to Time Limit)

Councils are invited to submit motions to the AGM on matters affecting our tier of Local Government. Motions sought to be approved can then be referred to the Association Executive Committee for further consideration and action.

Any motion brought before the AGM must be presented by the Proposer at the meeting and be seconded by another member council. Both Proposer and Secunder of any motion submitted must be present at the AGM.



## **Minutes of the Norfolk Association's 69<sup>th</sup> Annual General Meeting held on Monday 20<sup>th</sup> November 2017 at County Hall at 6pm.**

### **Attendance**

An attendance list is held at the Norfolk ALC offices in county hall.

### **Welcome**

Cllr Peter Wilkinson welcomed those attending the meeting.

### **Part 1 Speakers and Clerk of the Year**

**Richard Butler** OBE, a Deputy Lieutenant of Norfolk, provided an informative presentation on the work of the County Lieutenant and his team.

**Jonathan Owen** Chief Executive of the National Association of Local Councils, covered developments over a range of topics relevant to town and parish councils. He stressed the importance of Parish Councils in Norfolk in enabling our communities to work together for the benefit of our towns and villages and commended the work currently being undertaken by Norfolk ALC.

Following a number of questions being answered, the presenters were thanked.

**Clerk of the Year 2017 awards** were presented by Cllr Shirley Matthews to the two overall runner up clerks, Kate Filby from Harling and Glynis Allen for Old Hunstanton. The overall winner in 2017 was Tina Cunnell from Thetford, who was unable to attend. In her speech, Cllr Shirley Matthews paid tribute to the work undertaken by the many Clerks around the county.

### **Part 2 AGM Business**

#### **1. Apologies**

Apologies were received from Cllr Jack Sadler and Cllr Jo Belsten. Cllr Jack Sadler was wished a speedy recovery from his current illness.

#### **2. Minutes**

The 2016 minutes were agreed.

#### **3. Matters arising**

There were no matters arising.

#### **4. Annual Report**

The report was received. Cllr Janet Holdom, as Chairman, was thanked for the report provided which was agreed. Cllr John Pennell proposed a vote of thanks for

the work undertaken by Cllr Holdom, in her role as Chairman this year. This was agreed.

### **5. Annual Accounts**

The 2016/17 year accounts were received. The accounts were adopted. Cllr Heather Deegan proposed and Cllr Shirley Matthews seconded this motion.

### **6. President**

Ian Gibson was voted in as the new President of the Association, to succeed Peter Wilkinson. Cllr Peter Wilkinson outlined the career achievements of Ian Gibson. Ian Gibson, as the incoming chairman, paid tribute to the work over the last year of Cllr Peter Wilkinson, the outgoing President. Ian Gibson also expressed a wish for the Association's work to become better publicised and funded over the coming year.

### **7. Vice-President**

Cllr Jack Sadler was re-elected as vice-president

### **8. Auditor**

It was agreed that Eastern Internal Audit Services, based at South North District Council, in Long Stratton, should be retained as the auditors for 2017-18 year.

### **9. Motions**

Three motions were discussed and agreed, subject to some minor wording revisions. These were, as amended:

**1. Second Homes** – Proposed by Cromer Town Council, seconded by Sheringham Town Council, that:

Norfolk Town and Parish Councils who have a significant proportion of second homes call on Norfolk ALC and the National body to:-

- Explore how second homes council tax is being dealt with in other areas around the country and whether it is being put back into the community.
- Explore how Town and Parish Councils can influence the number of properties that are being sold as second homes and protection of housing for key workers.
- Explore the possibilities of increasing tax on second homes to over 100% to enable Town and Parish Councils to provide services in their communities.
- Ensure that the Town and Parish Council precepts do not have to increase to compensate for loss of revenue on second homes council tax.
- Arrange a meeting with the Minister for Coastal Communities to discuss a fair distribution of money and resources to communities which have a disproportionate number of second homes.
- Look at legislative changes to ensure that all communities benefit from changes made on taxation of second homes.

**2. Impact of Service Transfers** – Proposed by Costessey Town Council, seconded Cromer Town Council, that:

Norfolk Town and Parish Councils who are being adversely affected by the proposed transfer of services to the first tier of local government call on Norfolk ALC to:

- Convene a round-table meeting with the principal authorities along with Town and Parish Councils to discuss their concerns

- Inform the principal councils' decision-making processes and prevent any misunderstandings about how first tier councils work.
- Improve cooperation between local authorities and help develop better consultation procedures for the benefit of everyone.
- Agree a memorandum of understanding or protocol between tiers of local government to assist the development of good working arrangements.

**3. No parking on yellow zig-zag lines outside schools to be made enforceable –** Initially proposed by Bunwell Parish Council, seconded by Tacolneston Parish Council that:

Bunwell Parish Council has become aware that the yellow zig-zag lines outside schools are not enforceable unless there are adjacent signs stating the hours of operation. The council therefore urges Norfolk ALC to lobby the County Council to ensure that these signs are placed by the yellow zig-zag lines across the county to help improve the safety of children.

**10. Draw for the Buckingham Palace Garden Party**

The winners drawn were Hoveton Parish Council and Drayton Parish Council

**11. Close**

The President thanked attendees and closed the meeting at 7.50pm.

