

**Burnham Overy Parish Council**

**Minutes of the Extra Meeting held at The Village Hall, Burnham Overy Staithe on  
Wednesday 7<sup>th</sup> December 2016 at 6.00pm**

Present: Councillors: Anne Scoles (Chairman), Margaret Sizeland, Simon Raven, Biddy Bunkle, Pam Thompson, Henrietta Faire, Clerk Sarah Raven – no members of the public

The Chairman welcomed Councillors.

1. Apologies were accepted from Iain Mackechnie Jarvis (other commitment)
2. Declarations of interests and requests for dispensations - none were received
3. The meeting was adjourned to invite public participate - none.
4. Planning Application Ref: 16/02045/F Demolition of existing single storey garage and beach hut. Erection of two storey side and rear extension. Erection of single storey rear extension at Fuchsia New Road Burnham Overy Staithe. Approved.
5. Budget 2017/2018 : Amended and will be recirculated ready for final approval before the precept.
6. Procedures:
  - a. The Standing order: - Approved and signed.
  - b. Financial Regulations: - Approved and signed
  - c. Freedom of Information: Approved and signed.
  - d. Action Plan: Approved and signed.Proposed by Cllr Raven Seconded by Cllr Faire
7. Policies:
  - a. Notice to public regarding council meetings - Agreed and signed
  - b. Code of Conduct - Agreed and signed by all Councillors at meeting
  - c. Complaints Policy – Agreed and signed
  - d. Lone Worker Policy – Agreed and signed
  - e. Equality Policy – Agreed and signed
  - f. Planning Application Policy – Agreed and signed
  - g. Training and Development Policy – Agreed and signed (Clerk to obtain quotes for additional training for Risk Assessment and for Councillors courses)
  - h. Destruction of records Policy. This is to be amended and signed at next meeting. It was agreed that any old books relating to allotments and clubs will be handed to the Norfolk Archives when the Clerk goes.
  - i. Memorial Bench Policy – This is to be amended and signed at next meeting.
  - j. Appraisal Form – Clerk to find a draft copy and schedule for July next year. Agreed Clerk to continue as the three month probationary period had now elapsed.
8. Items for next agenda: Election of Vice Chairman. Policy on Record Management Freedom of Information, Risk Assessment for Financial, Asset List, Tennis Club

Meeting closed 7.40pm

Date and time of next meeting – 16<sup>th</sup> January 2017 at 6pm in the Village Hall

.....Chairman 16<sup>th</sup> January 2017

THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL  
AND SIGNED ABOVE BY CHAIRMAN.