



SUTTON PARISH COUNCIL

Tel: 07450964574
Chair: Lynne Daulby

Email: clerk@sutton-norfolkparish.gov.uk
Parish Clerk: Cherrie Woods

To Members of the Council,

You are hereby summoned to attend a meeting of Sutton Parish Council on

Tuesday 12th May 2026 at 7pm at Sutton Village Hall for the purpose of transacting the following business:

Cherrie Woods, Parish Clerk 5th May 2026

- 1. Election of Chair** (including signing of declaration of acceptance of office)
- 2. Election of Vice-Chair**
- 3. To consider accepting apologies for absence**
- 4. Declaration of interest for items on the agenda and applications for dispensation**
- 5. To confirm the minutes of the meeting held Tuesday 14th April 2026**
- 6. Public Forum**
 - a) County Councillor
 - b) District Councillor
 - c) Chairperson (L Daulby)
 - d) Public

As per standing order item 20c, Public Participation time shall not exceed 15 minutes and no one person shall speak for more than 3 minutes, in both cases unless directed otherwise by the chair. Questions do not require a response (item20d)
- 7. Action Log**

Receive action log
- 8. To consider any applications for co-option to the Council**
- 9. Planning**

None
- 10. Finance**
 - a) To receive bank reconciliation up to 30th April 2026
 - b) To **note** payments since the last meeting (payment list attached)
 - c) To **note** receipts since the last meeting (receipt list attached)
 - d) To receive and consider the payments list and resolve to **approve** payments.
(payment list attached)
 - e) To **approve** any additional payments after publication of the agenda.
 - f) To note payments made since the last meeting under delegated authority (*Urgent expenditure of up to £500 may be authorised by the clerk, notwithstanding any budgetary provision. Item 4 financial regulations*)
 - g) Consider any grant applications received
- 11. To consider any amendments to the bank mandate**

12. To appoint an internal control officer for 2026-2027 (quarterly inspections as per financial regs)

13. To discuss Boatyard Licence (June – August 26) and its terms and agree any actions.

14. To review and approve the following policies:

- a) Code of Conduct
- b) Standing Orders
- c) Financial Regulations
- d) Internal controls Policy
- e) General Reserves Policy
- f) General Risk Assessment Policy
- g) Data Protection Policy
- h) FOI Publication Scheme
- i) Privacy Statement
- j) Retentions Policy
- k) Moorings Policy
- l) Abandoned Boats Policy

15. To consider adopting a Co-option policy

16. To consider adopting a Complaints Policy

17. To consider adopting an Equality policy

18. To consider adopting a Training & Development policy

19. Correspondence and Consultations

- a) To note general correspondence

20. Other Matters (information only)

- a) Receive SAM2 Data

21. Reports from Parish Councillors (for information only)

22. Items for the next agenda

23. To confirm date of next meeting: Tuesday 9th June 2026 at 7pm at Sutton Village Hall

24. Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matter:

- a) Slipway Sale
- b) To note current and historical issues with clerk's payroll (for information only)