

Meopham Parish Council

All correspondence to:
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Clerk: Mrs S Eggesden
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16 May 2017

Dear Sir/Madam,

SUMMONS AND AGENDA FOR THE ANNUAL MEETING OF MEOPHAM PARISH COUNCIL

There will be a meeting of **MEOPHAM PARISH COUNCIL** on Tuesday 23rd May 2017 at 7.30 pm at the **Cricket Pavilion, Meopham Green, Wrotham Road, Meopham**. Please find attachments to items marked (*)

Yours faithfully

Clerk

AGENDA

1. To elect the Chairman of Meopham Parish Council for the 2017/2018 Council Year and to receive the declaration of acceptance of office from the Chairman. (*)
2. To elect the Vice-Chairman of Meopham Parish Council for the 2017/2018 Council Year and to receive the declaration of acceptance of office from the Vice-Chairman (*)
3. To receive apologies for absence
4. To receive declarations of Members' Interests
5. To approve the minutes of the previous meetings (25.04.17)(*)
6. To consider any matters arising from the above Minutes
7. To receive any updates from:-
 - 7.1 County Councillor
 - 7.2 Borough Councillors
 - 7.3 Community Warden
8. Public session – questions from the public
9. To determine the ordinary meetings of the Full Council and Standing Committees for 2017/2018 up to and including the next Annual Meeting of Council (*)
 - 9.1 To agree all ordinary meetings of the Standing Committees to start at 7:30pm
 - 9.2 To agree to rotate the venues for the ordinary meetings of the Council within the Parish and delegate to the clerk to organise
10. To review and approve the terms of reference and responsibilities delegated to the Standing Committees and Committees and endorse the delegated powers to employees (*)
 - 10.1 Administration and Resources
 - 10.2 Planning and Projects
 - 10.3 Environment and Amenities
 - 10.4 Planning
 - 10.5 Judson's Pavilion
 - 10.6 Personnel
11. To appoint members to the Standing Committees and Committees (*)
 - 11.1 Administration and Resources
 - 11.2 Planning and Projects
 - 11.3 Environment and Amenities
 - 11.4 Judson's Pavilion
12. To elect the Chairman and the Vice Chairman of the Standing Committees and Committees
 - 12.1 Administration and Resources
 - 12.2 Planning and Projects
 - 12.3 Environment and Amenities
 - 12.4 Planning
 - 12.4.1 To a motion from Cllr M Bramer, the Chairman of the Planning Committee should rotate on a monthly basis, according to a rota drawn up by the Parish Clerk

- 12.5 Judson's Pavilion
- 12.6 Personnel
- 13. To review and approve the council's
 - 13.1 Standing Orders (*)
 - 13.2 Financial Regulations (*)
- 14. Council's representation on external bodies
 - 14.1 To approve a motion from Cllr M Bramer that the Council's representatives at the KALC AGM and on the KALC Gravesham Area Committee henceforth should be the Chairman and Vice-Chairman of Council
 - 14.2 To approve the inclusion of a Pond Warden to the list of representatives on external bodies and to appoint Ian Carey as Pond Warden
 - 14.3 To approve the proposed list of the council's representatives on other external bodies (*)
- 15. To review and approve the inventory of land and assets including buildings and office equipment (*)
- 16. To confirm and approve the key holders for the Parish Office, Judson's Pavilion, Southdown Shaw Allotments and Harvel Green (*)
- 17. To review and approve the arrangements for insurance cover in respect of all insured risks (*) (to follow)
- 18. To review and approve the Council's and/or employees' subscriptions to other bodies (*)
- 19. To review and approve the council's complaints procedure:- (*)
 - 19.1 Disciplinary and Grievance policy
 - 19.2 Appeal policy
 - 19.3 Complaints policy
- 20. To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (*)
- 21. To review and approve the council's statement of internal control (*) (to follow)
- 22. To approve the schedule of payments in accordance with Financial Standing Order 5.2 (*) (to follow)
- 23. To note correspondence received (*) (to follow)
- 24. Chairman's Announcements

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

Distribution (all attachments):

Council Members: Cllrs. D Bramer, M Bramer, S Buchanan, S Gofton, P Hasler, P Howard, R. Knott, P. Luxford, J McTavish, J Ogden, D Powell and B Wade

Agenda only

Member of Parliament:

Mr A Holloway

County Councillor:

Cllr. B Sweetland

Borough Councillors:

Cllr. Mrs L Boycott
Cllr. Mrs J Burgoyne

Cllr. J Cubitt
Cllr. D Shelbrooke

Press:

Kent Messenger