

## Meopham Parish Council

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4 May 2016

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 10th May 2016 at 7.30 pm at **Meopham Village Hall**, Wrotham Road, Meopham. Please find attachments to items marked (\*)

Yours faithfully

Clerk

### **AGENDA**

1. To receive apologies for absence
  2. To receive declarations of Members' Interests
  3. To elect the Chairman and Vice-Chairman of Meopham Parish Council for the 2016/2017 Council Year and to receive the declaration of acceptance of office from the Chairman and Vice-Chairman (\*)
- The meeting will be adjourned to receive any reports from County or Borough Councillors and to answer any questions from members of the public**
4. To approve the minutes of the previous meetings (05.04.16 and 26.04.16) (\*)
  5. To consider any matters arising from the above Minutes
  6. To determine the ordinary meetings of the Council and Standing Committees for 2016/2017 up to and including the next Annual Meeting of Council (\*)
    - 6.1. To agree all ordinary meetings of the Council and Standing Committees to start at 7:30pm
    - 6.2. To agree to rotate the venues for the Ordinary meetings of the Council within the Parish and delegate to the clerk to organise
  7. To review and approve the responsibilities delegated to the Standing Committees, the terms of reference and endorse the delegated powers to employees (\*)
  8. To appoint members to the Standing Committees (\*)
    - 8.1 Administration and Resources
    - 8.2 Planning and Projects
    - 8.3 Environment and Amenities

9. To elect the Chairman and the Vice Chairman to the Standing Committees
  
10. To review and approve the delegated responsibilities, terms of reference and members to Committees (\*)
  - 10.1 Personnel
  - 10.2 Disciplinary and Grievance
  - 10.3 Appeals
  - 10.4 Complaints
  
11. To appoint any new Committees in accordance with Standing Order 4
  - 11.1 To appoint Judson's Pavilion Committee
    - 11.1.1 to approve the responsibilities delegated to the Judson's Pavilion Committee, the terms of reference and endorse the delegated powers to employees (\*)
    - 11.1.2 to appoint members to the Judson's Pavilion Committee
    - 11.1.3 to elect a Chairman and Vice Chairman to the Judson's Pavilion Committee
    - 11.1.4 to approve the transfer of the Judson's Pavilion and Grounds budget and the Judson's Improvements budget from the E&A budget to the Judson's Pavilion Committee
  
12. To review and approve the representation on or work with external bodies and arrangements for reporting back (\*)
  
13. To review and approve the inventory of land and assets including buildings and office equipment (\*)
  
14. To review and approve the arrangements for insurance cover in respect of all insured risks (\*) (to follow)
  
15. To review and approve the Council's and/or employees' subscriptions to other bodies (\*)
  
16. To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (\*)
  
17. To confirm and approve the key holders for the Parish Office, Judson's Pavilion, Southdown Shaw Allotments and Harvel Green (\*)
  
18. To consider and, if appropriate, comment on Planning Applications (\*) (to follow)
  
19. On a motion from Cllr Leyshon, to develop, agree and publish an Anti-Fraud and Corruption Policy for Meopham Parish Council in accordance with current legislation and practice and to review all other council policies to ensure adherence to the law. (\*)
  
20. To approve schedule of payments in accordance with Financial Standing Order 5.2 (\*) (to follow)
  
21. To receive any correspondence (\*) (to follow)

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.