

BROOKLAND PARISH COUNCIL

A G E N D A

FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON TUESDAY 23 MAY 2023, AT THE VILLAGE HALL, BROOKLAND FOLLOWING THE ANNUAL PARISH MEETING

1. **ELECTION OF CHAIRMAN** – Chairman & Councillors to sign Declaration of Acceptance of Office
2. **CO-OPTION OF PARISH COUNCILLOR TO FILL CASUAL VACANCY**
3. **APOLOGIES FOR ABSENCE**
4. **DECLARATIONS OF INTEREST**

A member who declares a Declaration of Pecuniary Interest in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, unless a relevant Dispensation has been granted.)

(A member who declares an Other Significant Interest will be able to speak on the item, but will be required to leave the meeting for the vote).

- i) To note the granting of any Requests for Dispensations and the decision
- ii) Updating of Declarations of Interest

5. **ELECTION OF VICE CHAIRMAN**
6. **ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL**
Village Hall Committee
KALC
Parish Forum
Marsh Forum
Disciplinary and Grievance Committee
Appeals Committee
Councillors to serve on reciprocal Complaints Committee for Brenzett Parish Council if required
Any other Committees requested by Councillors
8. **DELEGATION OF RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL**
Annual Review of all Parish Council Paperwork
Annual Review of Fixed Assets – September and March
Annual Risk and Financial Risk Assessment – August and March
Internal Parish Council Audit
Councillors Responsible for Finance
Annual Review of Insurance Arrangements – On Receipt of Policy
Councillors responsible for Website and Publicity
Councillors responsible for assisting with Transparency and Data Protection
Councillors responsible for accuracy of Council Policies
Councillor with responsibility for Post and Emails
Councillor with responsibility for Returning Questionnaires
Any other Responsibilities put forward at meeting

- 9. PUBLIC INTERVAL**
- 10. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**
- 12. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS**
Renewal of Insurance for Year 2023/2024
Self-Insurance of Parish Council Assets
- 13. REVIEW OF SUBSCRIPTIONS**
- 14. REVIEW OF COMPLAINTS PROCEDURE**
- 15. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**
- 16. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
- 17. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES**
- 18. REVIEW AND ADOPTION OF THE POWER OF GENERAL COMPETENCE**
- 19. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**
- 20. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**
- 21. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**
- 22. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**
Correspondence
Chairman's Update
Review of Coronation Event & Village Sign Unveiling
- 23. FINANCE**
Internal Auditors Report
Review of Effectiveness of Internal Auditor
Review of System of Internal Control
Consideration of the Findings of the Review by Members of the Meeting as a whole
Approval of the Annual Governance Statement by the members meeting as a whole – Section 1
Signature and Dating of the Statement by the person presiding at the meeting and Clerk – Section 1
Consideration of the Accounting Statements by the members meeting as a whole
Approval of the Accounting Statements by the members meeting as a whole – Section 2
Signature and Dating of the Accounting Statements by the person presiding at the meeting – Section 2
Review of Direct Debits
Accounts to be paid & Bank Reconciliation

- 24. CEMETERY**
Request for Memorials
- 26. DISTRICT COUNCILLORS REPORT**
- 27. PLANNING**
Applications received by the date of this agenda will be shown on the attached
- 29 ITEMS FOR FUTURE AGENDA**
Items for discussion only. No decisions can be made under this heading.

Adrian Lawson
Clerk to Brookland Parish Council
3rd May 2023