

BROOKLAND PARISH COUNCIL

A G E N D A

FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY, 15 MAY 2017, FOLLOWING THE ANNUAL PARISH MEETING AT THE VILLAGE HALL, BROOKLAND

1. ELECTION OF CHAIRMAN – Chairman to sign Declaration of Acceptance of Office

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

(A councillor who declares a DPI in relation to any item on the agenda should 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 councillor who declares an OSI may speak on the item, but should leave the meeting for the vote).

i) Updating of Declarations of Interest

4. ELECTION OF VICE CHAIRMAN

5. ELECTION OF OFFICERS TO COMMITTEES

Village Hall Committee

KALC

Police Committees

Planning Committee

All Parishes Meeting

Marsh Forum

Burial Board

Reciprocal Complaints Committee to deal with complaints regarding Brenzett Parish Council

Any other Committees suggested by Councillors

6. DELEGATION OF RESPONSIBILITIES

Annual Review of Parish Council Paperwork

Six Monthly Review of Fixed Assets – September and March

Six Monthly Risk Assessment – September and March

Internal Parish Council Audit

Finance

Annual Review of Insurance Arrangements - June

Weekly Play Area Safety Check

Annual Play Area Safety Check

Website and Transparency

Completing and returning questionnaires

Councillor responsible for dealing with Post and Emails

Footpaths and Public Rights of Way

Cemetery

Any other responsibilities suggested by councillors

7. **ACCEPTANCE OF MINUTES**
8. **MATTERS ARISING**
9. **PUBLIC INTERVAL**
10. **CHAIRMAN'S REPORT**
11. **CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**
 - Correspondence/Email Correspondence
 - Donation to School
 - Clerk's Salary
 - Internal Auditors Report
 - Review of System of Internal Control
 - Review of Effectiveness of Internal Auditor
 - Consideration of the Findings of the Review by members of the meeting as a whole
 - Approval of the Annual Governance Statement by resolution – Section 1
 - Signature and Dating by the person presiding at the meeting and Clerk
 - Consideration of the Accounting Statements by the members of the meeting as a whole
 - Approval of the Accounting Statements by resolution – Section 2
 - Signature and Dating by the person presiding at the meeting
 - Review of Direct Debits
 - Accounts to be paid
 - Bank Balance
 - Insurance/Self Insured Assets
 - Risk Assessment/Risk Inspection
 - Storage and Retention of Parish Council Post and Emails
 - Storage of Parish Council Documents
 - Parish Council Website
 - Arrangement for dealing with post and emails
 - Retention of Post and Emails
 - IT Security
 - Compliance with Transparency Code
 - Storage of Computer Records
 - General Power of Competence
12. **YOUTH AREA**
13. **CEMETERY**
 - Cemetery Administration
 - Review of Fees
 - Review of Rules
 - Registering of Memorial Garden
 - Scattering or Burial of Cremated Remains
 - Arrangements for Clearance of Rubbish from Cemetery
 - Request for Monument
 - Deed of Grants
14. **PLANNING**
 - Applications received by the date of this agenda will be attached
 - Other applications may be discussed if they are received after the date of publication and councillors do not considered them to be contentious. Please contact the Clerk for further information regarding applications.

 - Retention and Storage of Planning Applications

15. VILLAGE RESPONSIBILITIES

Items to be reported to Kent Highway Services/PROW/IDB

16. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

*Parish Clerk
9 May 2017*