

BROOKLAND PARISH COUNCIL

A G E N D A

FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY, 21 MAY 2012, 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**
 - i) Updating of Declarations of Interest
- 4. ELECTION OF VICE CHAIRMAN**
- 5. ELECTION OF OFFICERS TO COMMITTEES/ASSIGNMENT OF RESPONSIBILITIES**
 - Village Hall Committee
 - KALC
 - Police Committees
 - Planning Committee
 - Finance and Policy Committee
- 6. DELEGATION OF RESPONSIBILITIES**
 - i. Annual Review of Financial Regulations - August
 - ii. Annual Review of Standing Orders - August
 - iii. Annual Review of arrangements in Place regarding Freedom of Information Act - August
 - iv. Six Monthly Review of Fixed Assets – September
March
 - v. Six Monthly Risk Assessment – September
March
 - vi. Internal Parish Council Audit
 - vii. Annual Review of Insurance Arrangements - June
 - viii. Weekly Play Area Safety Check
 - x. Review of Terms of Reference for the Planning Committee - August
- 7. ACCEPTANCE OF MINUTES**
- 8. MATTERS ARISING**
- 9. PUBLIC INTERVAL**
- 10. CHAIRMAN’S REPORT**
- 11. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**
 - Adoption of Internally Audited Accounts, review and completion of associated paperwork
 - Review of System of Internal Control
 - Review of Effectiveness of Internal Auditor
 - Insurance
 - Casual Vacancy

12. YOUTH AREA

13. CEMETERY

14. PLANNING

No Applications received to date.

15. VILLAGE RESPONSIBILITIES

Matters Arising from the Round Robin not previously covered

Village Hall

Items to be reported to the County Lengthsmen

16. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

Next Meeting 18 June 2012

Items for inclusion on the agenda should be with the Clerk by 6 June

Judith Batt
Parish Clerk