

# **BROOKLAND PARISH COUNCIL**

## **A G E N D A**

### **FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY, 18 MAY 2015, FOLLOWING THE ANNUAL PARISH MEETING AT THE VILLAGE HALL, BROOKLAND**

#### **Councillors to sign Declaration of Acceptance of Office and complete DPI forms**

**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

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 Mar

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

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**
  - Adoption of Internally Audited Accounts, review and completion of associated paperwork
  - Review of System of Internal Control
  - Review of Effectiveness of Internal Auditor
  - Review of Direct Debits
  - 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
  - Provision of Fire Proof Storage for Parish Council Documents
- 12. YOUTH AREA**
- 13. CEMETERY**
  - Cemetery Administration
- 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 consider them to be contentious. Please contact the Clerk for further information regarding applications.
  
  - Retention and Storage of Planning Applications
- 15. VILLAGE RESPONSIBILITIES**
  - Matters Arising from the Round Robin not previously covered
  - Items to be reported to Kent Highway Services/PROW/IDB
- 16. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**
- 17. RESOLUTION TO CLOSE MEETING TO MEMBERS OF THE PUBLIC AND PRESS TO ENABLE COUNCILLORS TO DISCUSS ITEMS OF LEGAL AND PERSONAL MATTER**

**Parish Clerk  
12 May 2015**