

BROOKLAND PARISH COUNCIL

A G E N D A

FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY, 19 MAY 2014, 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/ASSIGNMENT OF RESPONSIBILITIES**

Village Hall Committee
KALC
Police Committees
Planning Committee
Finance and Policy Committee
- 6. DELEGATION OF RESPONSIBILITIES**

Annual Review of Parish Council Paperwork
Six Monthly Review of Fixed Assets – September
March
Six Monthly Risk Assessment – September
March
Internal Parish Council Audit
Annual Review of Insurance Arrangements - June
Weekly Play Area Safety Check
Annual Play Area Safety Check
- 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 Financial Regulations
Review of Standing Orders
Insurance
Risk Assessment/Risk Inspection
Storage and Retention of Parish Council Post and Emails
Storage of Parish Council Documents
Parish Council Website
Licence for Village Hall Field
Painting Telephone Box
- 12. YOUTH AREA**
- 13. CEMETERY**
Cemetery Administration
Memorial Gates
- 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
Events to Commemorate the outbreak of World War One
Items to be reported to Kent Highway Services/PROW/IDB
- 16. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

**Parish Clerk
12 May 2014**

Next Meeting 16 June 2014

Items for inclusion on the agenda should be with the Clerk by 9 June 2014

BROOKLAND PARISH COUNCIL

PLANNING APPLICATION RECORD

2014

MAY 2014

Y14/0067/SH Sunnyside Old House Lane, Brookland, Romney Marsh, Kent
Change of use and conversion of existing garage to annexe
accommodation incorporating external alterations
Consultation Date 23.04.14
Planning Officer: Caroline Barker
Parish Council:

Borough Council: