

HADLOW PARISH COUNCIL

I hereby give notice that the Annual Meeting of Hadlow Parish Council will take place on Monday 13 May 2013 at 7.30pm at Hadlow Old School Hall

(Members are reminded to make any declarations of interests prior to the appropriate agenda item)

AGENDA: -

1. **Election of Chairman & Declarations of Acceptance of Office**
2. **Apologies for Absence**
3. **Election of Vice Chairman**
4. **Election of Members to Council Standing Committees**
5. **Review of the Terms of References for Committees**
6. **Election of Representative to Other Bodies**
7. **Schedule of dates for 2013-2014 Council and Committee Meetings**
8. **Minutes of the meeting of 15 April 2013 for approval**
9. **Matters Arising From Those Minutes**
10. **Draft Minutes of the Annual Parish Meeting 24 April 2013 for initial comment**
11. **Chairman's Announcements**
12. **Clerk's Report**
13. **TMBC Councillors Report**
14. **KCC Councillors Report**
15. **Parish Matters**
16. **Public Time**
17. **Correspondence**

Correspondence is available for inspection by Members before or after the meeting. Members of the public are free to view correspondence at the discretion of the Clerk or Chairman.

None to date.
18. **Policy Reviews in accordance with Standing Orders**
 - **Code of Conduct** (*adopted Kent Code of Conduct 09/07/2012, minute 2840*)
 - **Standing Orders** (*Standing Orders adopted 10/12/2012*)
 - **Financial Regulations** (*adopted 14/02/2011, minute 2607: amendments to pg4 & pg11 for approval attached*)

- **Asset Register including land and buildings** (*updated April 2013, inventory summary attached – insurance company notified of adjustments*)
- **Complaints Procedure for Approval** (*previously seen by Council in March*)
- **Freedom of Information Act 2000** (*updated December 2012*)
- **Data Protection Act 1998** (*subscription due April 2013, payment organised*)
- **Policies Currently Under Review: Grievance & Disciplinary, Health & Safety**

19. To Receive Reports From Previous Representatives Of The Following Committees And Pass Such Resolutions Thereon As May Be Necessary:

1. Finance & General Purpose Committee

- a) **Internal Auditors Report**
- b) **To Approve The Annual Return and Sign**
- c) **To Approve Authorisation of April Payments & Receipts**

2. Planning & Environment Committee

TM/13/00851/FL – Goldhill Mill, Three Elm Lane, Golden Green, TN11 0BA

TM/13/00983/FL – Robin House, Ashes Lane, Hadlow, TN11 9QU

TM/13/01042/FL – Spring Hill, 26 Hadlow Park, Hadlow, TN11 0HY

TM/13/01014/FL – Hazelwood Orchard, Maidstone Road, Hadlow, Tn11 0JH

(Details available to view at Parish Office or visit

<http://publicaccess2.tmbc.gov.uk/online-applications/>

3. Staffing Committee

- 4. KALC (Tonbridge & Malling Area)**
- 5. TMBC Parish Partnership Panel**
- 6. Hadlow Village Transport Representative**
- 7. TMBC Crime Prevention Panel**
- 8. Hadlow Village Hall**
- 9. Hadlow Youth Club**
- 10. Golden Green Village Hall**

20. Any Other Business

Date of next meeting Monday 10 June 2013 at Hadlow Village Hall

Melanie Stepkowski – Parish Clerk
29/04/2013