

## **HADLOW PARISH COUNCIL**

*I hereby give notice that the Annual Meeting of Hadlow Parish Council will take place on Monday 11 May 2015 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. **Review of delegation arrangements to committees, staff and other local authorities**
5. **Review of the Terms of Reference for Committees**
6. **The appointment of new members of standing committees**
7. **Schedule of dates for 2015-2016 Council and Committee Meetings (*approved at meeting 12/1/15*)**
8. **Minutes of the meeting of 13 April 2015 for approval**  
**Minutes of the Extraordinary Meeting of 29 April 2015 for approval**
9. **TMBC Councillors Report & KCC Councillors Report**
10. **Parish Matters**
11. **Public Time**
12. **Correspondence – none to date**  
(Members of the public may view correspondence at the discretion of the Clerk or Chairman).
13. **Policy Reviews in accordance with Standing Orders:**  
**To approve the following revised/updated policies and note information:**
  - **Code of Conduct (*adopted Kent Code of Conduct 09/07/2012, minute 2840*)**
  - **Health & Safety policy (including Risk Assessment) (*adopted 23/10/2013*).**
  - **Complaints Procedure (*adopted in 13/05/2013*)**
  - **Arrangements for holding legal documents**
  - **Arrangements for insurance**  
**To note the following policies & procedures as current and up to date:**
  - **Standing Orders (*updated & approved 13/4/2015 – to incorporate new legislation re media*)**
  - **Financial Regulations (*updated & approved 13/4/15*)**
  - **Asset Register including land and buildings (*updated & approved 13/4/2015*)**
  - **Data Protection Act 1998 (*ICO – registered until April 2016*)**
  - **Grievance & Disciplinary (*updated & approved 10/11/2014*)**
  - **Press & Media Policy (*updated & approved 13/4/2015*)**

**14. Planning Applications**

- **TM/15/00877/FL- Goblands Farm, Cemetery Lane, Hadlow, TN11 0LT**
- **TM/15/01182/FL – Pitts Cottage, Matthews Lane, Hadlow, TN11 0JG**
- **TM/15/01165/FL – Leavers Oast Cottage, Stanford Lane, Hadlow, TN11 0JN**
- **TM/15/00560/FL – 10 Bell Cottages, Three Elm Lane, Golden Green, TN11 0BB**
- **TM/15/01238/FL – 15 Sherenden Park, Golden Green, TN11 0LQ**

*(Details available to view at Parish Office or visit*

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

**15. 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) Approve the Statement of Internal Control for 2014-15**
  - b) To Approve Authorisation of April Payments & Receipts, Bank Reconciliation**
- 2. Planning & Environment Committee**
- 3. Staffing Committee**
- 4. Other Bodies: KALC (Tonbridge & Malling Area). TMBC Parish Partnership Panel .  
TMBC Crime Prevention Panel. Hadlow Village Transport Representative  
Hadlow Village Hall. Hadlow Youth Club. Golden Green Village Hall**

**Date of next meeting Monday 8 June 2015 at Old School Hall, Hadlow**

*M Stepkowski*

**Melanie Stepkowski – Parish Clerk 06/05/2015**