

HADLOW PARISH COUNCIL

*I hereby give notice that the Annual Meeting of Hadlow Parish Council will take place on
Monday 9 May 2016 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 & Declaration 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 2016-17 Council and Committee Meetings (*approved at meeting 11/01/16*)**
8. **Minutes of the meeting of 11 April 2016 for accuracy and approval
Draft Minutes of the Annual Parish Meeting held on 20 April 2016 for accuracy**
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).
 - Samaritans – donation request
 - Citizens Advice Bureau – letter of thanks re donation
 - Footsteps – Approval for trophy cupboard requested
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, reviewed annually*)**
 - **Health & Safety Policy (*including Risk Assessment last review 11/5/2015*)**
 - **Complaints Procedure (*last review 11/5/2015*)**
 - **Arrangements for holding legal documents**
 - **Arrangements for insurance**
 - **Standing Orders (*updated & approved 13/4/2015 – to incorporate new legislation re media*)**
 - **Financial Regulations (*updated & approved 13/4/15*)**
 - **Reserves Policy (*approved 14/12/2015*)**
 - **Asset Register including land and buildings (*updated & approved 13/4/2015*)**
 - **Data Protection Act 1998 (*ICO – registered until April 25 2017*)**
 - **Grievance & Disciplinary (*updated & approved 10/11/2014, last review 11/5/2015*)**
 - **Press & Media Policy (*updated & approved 13/4/2015*)**
 - **CCTV Policy (*approved 14/12/2015*)**
 - **Grant and Donation Policy (*approved 11/01/2016*)**
 - **Freedom of Information – Disclosure (*last updated June 2015*)**

14. Planning Applications

- **TM/16/01115/FL** – Proposed first floor side extension. 23 Hope Ave, Hadlow, TN11 0HB
- **TM/16/00967/FL** – Move front door from side to front of house and construct enclosed front porch. 27 Maltings Close, Hadlow, TN11 0DY

*(Details available to view at Parish Office or visit
<http://publicaccess2.tmbc.gov.uk/online-applications/>*

- 15. Christmas Lighting Installation & Take Down** – Quotation to be approved £1935 Hadlow Village and £460 Golden Green plus vat.

16. 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) To Approve Authorisation of April Payments & Receipts, Bank Reconciliation**
 - b) To Approve Certified Section 2 (Accounting Statements 2015/16) of the Annual Return**
- 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 13 June 2016 at Old School Hall, Hadlow

M Stepkowski

Melanie Stepkowski – Parish Clerk 03/05/2016