

HADLOW PARISH COUNCIL

Councillors: You are hereby summoned to attend the May Annual Parish Council Meeting as detailed below:

Public Notice: I hereby give notice that the Annual Meeting of

**Hadlow Parish Council
will take place on
Monday 13 May 2019 at 7.30pm at Old School Hall**

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

AGENDA:

1. **Welcome & introductions:** The retiring Chairman/Vice Chair to welcome those present
2. **Election of Chairman** (Sign Declaration of Acceptance of Office) & Vice Chairman
3. **Councillors Acceptance of Office** – Confirmation by Clerk that all Councillor have signed their Acceptances
4. **Apologies:** Council to approve apologies & reasons for absence
5. **To receive** declarations of interests
6. **To resolve** that the Minutes of the following meetings are a correct record:
 - HPC Minutes 8 April 2019
 - Annual Parish Minutes 11 March 2019
7. **To receive** an update on progress of resolutions & matters from the last full Council meeting
8. **To review** the terms of reference and appointment of members to existing committees
9. **To review** appointment of the Council's representation with outside bodies:
 - Kent Association of Local Council
 - TMBC Partnership Panel
 - TMBC Transportation Board
 - TMBC Joint Standards Committee
 - Golden Green Mission Hall
10. **To note** Schedule of dates for 2019-20 Council and Committee Meetings (approved HPC 11/03/19 Minute 3978)
11. **To note** arrangements with TMBC Public Rights of Way and KCC Highways Shrubs & Borders

12. Matters requiring review and resolutions in accordance with Standing Orders:
- **To resolve** adoption of amended Standing Orders 2019 as recommended by F&GP
 - **To resolve** approval of Reserves policy as recommended by F&GP
 - **To resolve** approval of asset register as covered by current insurance certificate
 - **To resolve** approval of updated Health & Safety Policy (*including Risk Assessment*)
 - **To resolve** approval of Grievance & Disciplinary
- Position to note in respect of other policies
- Code of Conduct (*adopted Kent Code of Conduct 09/07/2012, minute 2840, reviewed annually*)
 - Complaints Procedure (*adopted 13/5/2013, reviewed annually*)
 - Financial Regulations (*adopted 13/4/15- checks for updates completed April 2019 – no changes reviewed annually*)
 - Statement of Internal Control (*adopted 8/04/2019 Minute 3990 & reviewed annually*)
 - Media Policy (*adopted 11/09/2017 & reviewed annually*)
 - CCTV Policy (*adopted 13/6/2016 & reviewed 03/05/2018*) – *requires further review*
 - Publication Scheme (FIA) (*updated May 2018*) – *require further review*
 - Grant and Donation Policy (*adopted 8/05/2017 reviewed annually*)
 - Tree Policy (*adopted 12/12/2016 & reviewed annually*)
 - Lone Working Policy (*adopted 11/9/17 reviewed annually*)
 - Training & Development Policy (*adopted 11/9/17 reviewed annually*)
13. **To receive** reports from representatives of committees and pass such resolutions thereon as may be necessary:
- Finance & General Purposes Committee
- a) **To resolve** to approve April accounts (Income, expenditure, bank reconciliation, actual against budget).
 - b) **To resolve** to approve cheque & bank transfer payments to date.
 - c) **To resolve** to approve direct debits and regular faster payments for 2018-19 & note contracts list.
 - d) **To resolve to approve** Annual Governance Statement 18/19 (Section 1)
 - e) **To resolve to approve** The Accounts & Accounting Statements (Section 2) 18/19
 - f) **To resolve to approve** donations
- Planning & Environment Committee – Cllr E Bright
 - Staffing Committee – Cllr L Bright:
 - KALC (Tonbridge & Malling Areas): TMBC Parish Partnership Panel: TMBC Joint Transportation Panel.

Date of next meeting Monday 10 June at 7.30pm, Old School Hall

M Stepkowski

M Stepkowski – Parish Clerk 07/05/2018

NB (Please see the Clerk for the protocol on recording & filming meetings before commencement)