

HADLOW PARISH COUNCIL

Councillors: You are hereby summoned to attend the virtual May 2020 Parish Council Meeting as detailed below:

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") come in to force on 4 April. Broadly speaking, the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. They also remove the requirement to hold an annual meeting. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England

**Public Notice: I hereby give notice of a virtual meeting of
Hadlow Annual Parish Council
On Monday 11 May 2020 at 7.30pm**

to which the public are welcome to join

***To register attendance for the meeting please contact the Clerk
via email or phone***

clerk@hadlowpc.co.uk or 01732 851878

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

AGENDA:

- 1. Welcome & introductions from the retiring Chairman**
- 2. Election of Chair *(to sign Declaration of Acceptance of Office)***
- 3. Apologies: Council to approve apologies & reasons for absence**
- 4. To receive declarations of interests**
- 3. To resolve that the Minutes of the Annual Parish Meeting of 9 March & the 20 April 2020 are a correct record**
- 4. To receive an update on progress of resolutions from the last full Council meeting**
- 5. To review the terms of reference and appointment of members to existing committees including election of chairpersons.**
- 6. To review appointment of the Council's representation within outside bodies:**
 - Kent Association of Local Councils (KALC)
 - TMBC Parish Partnership Panel (PPP)
 - TMBC Transportation Board
 - TMBC Joint Standards Committee
 - Golden Green Mission Hall
- 7. To note Schedule of dates for May 2020-April 2021 (previously approved 13/1/20)**
- 8. To note arrangements with TMBC under license with Public Rights of Way & KCC**

9. Matters requiring review in accordance with Standing Orders:

- Health & Safety Policy (*current*)
- Standing Orders *adopted 14/5/2018*
- Financial Regulations *adopted 11/11/2019 Minute 4078E*
- Code of Conduct *adopted 09/07/2012*
- Grant & Donation Policy *adopted 8/5/2017*
- Lone Working Policy *adopted 11/9/17*
- Training & Development Policy *adopted 11/9/17*
- Grievance Policy *adopted 13/5/19*
- Complaints Policy *adopted 13/5/2013*
- Media Policy *adopted 11/9/2017*
- Tree Policy *adopted 12/12/2016*
- Publication Scheme & other obligations under Freedom of Information & Data Protection Legislation
- Asset Register
- Council Risk Assessments (*to include H&S & LCRS*)
- Insurance – Truck, Minibuses, HPC
- Subscriptions – confirmed under budget

10. To resolve approval of:

- updated CCTV Policy
- Statement of Internal Control (*for signing by Clerk and Chair*)
- Disciplinary Procedure
- Reserves Policy 2020-21

11. To consider planning applications as received. (see attached Record for information).

- **TM/20/00721/TNCA** – Unknown (T1) cut back by 2-3m so not overhanging path. 1 Pound House, Maidstone Road, TN11 0DE

12. To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:

Finance & General Purposes Committee – Cllr Richards:

- a) To resolve approval of payments to date via cheque/faster payment (*emailed to Council*)**
- b) To resolve approval of April accounts (bank reconciliation, income & expenditure, cost centre report, trial balance)**
- c) To resolve approval of direct debits/regular faster payment for 20-21**
- d) To note the updated contracts list (*deferred*)**
- e) To receive and note the Internal Auditors year-end report and completion of Annual Internal Audit Report 2019/20**
- f) To resolve approval of Annual Governance Statement 2019/20 (Section 1)**
- g) To resolve approval of The Accounts & Accounting Statements (Section 2) 2019/20**

13. Public time and parish matters

- Community Warden Report

Date of next meeting 8 June at 7.30pm location to be confirmed

M Stepkowski – Parish Clerk: 5/05/2020

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