

HADLOW PARISH COUNCIL

Councillors: You are hereby summoned to attend the virtual meeting of the Annual Parish Council Meeting on 5 May 2021 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 into 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 Wednesday 5 May 2021 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)* & Vice Chair**
- 3. Apologies: Council to approve apologies & reasons for absence**
- 4. To receive declarations of interests**
- 5. a) To resolve that the Minutes of the Annual Parish Meeting of 8 March 2021 are a correct record**
b) To resolve that the Minutes of the Parish Council Meeting held 12 April are a correct record
c) To resolve that the Minutes of the Finance & General Purposes Committee are a correct record.
- 6. To receive an update on progress of resolutions from the last full Council meeting**
- 7. To review the terms of reference and appointment of members to existing committees including election of chairpersons.**
- 8. To confirm Council continues to qualification for General Power of Competence.**
- 9. 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

10. To note Schedule of dates for May 2021-April 2022 (previously approved 08/02/2021)

11. To note arrangements with TMBC under license with Public Rights of Way & KCC

12. Matters requiring review in accordance with Standing Orders:

- Council Risk Assessments: see item 13
- Subscriptions – confirmed under budget

13. To resolve approval of:

- Reserves Policy 2021-22
- Health & Safety Policy including risk assessments (*to include H&S & LCRS*)
- Media policy

All other policies as identified below were approved by full Council at meeting held 12/04/2021

- Statement of Internal Control (*for signing by Clerk and Chair*)
- CCTV policy
- Financial Regulations
- Code of Conduct
- Lone working policy
- Training & Development policy
- Complaints policy
- Tree policy
- Asset Register
- Standing Orders
- Statement of internal control
- Disciplinary procedure
- Equality and Diversity policy
- Anti-harassment and bullying policy
- Recruitment and Selection policy
- Grievance policy
- Grant and donation policy
- Publication scheme
- Data Protection Policy
- Publication Scheme & other obligations under Freedom of Information & Data Protection Legislation

14. To consider planning applications as received.

- **TM/21/01063/RD** – Faulkners Farmhouse, Ashes Lane, Hadlow, TN11 0AN
- **TM/21/01128/FL** – 14 North Frith Park, Hadlow, TN11 9QW

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

Finance & General Purposes Committee

- a) To recommend to Council approval of Asset Register from 1 April 2021
- b) To note insurance for Council, Village Warden Truck & Minibuses & Leases
- c) To recommend to Council approval of payments to date via cheque/faster payment
- d) To recommend to Council approval of April Accounts (including bank reconciliation, income & expenditure, cost centre report, trial balance)
- e) To recommend to Council approval of Direct Debits/Regular Faster Payment for 2021-22
- f) To recommend to Council approval of the updated Contracts List
- g) To note Section 137 expenditure allowance for 2021-22 of £8.41in accordance with The Local Government Act 1972 (“the 1972 Act”)
- h) To note the Statement of Internal Control – *approved by Council at HPC April*
- i) To receive and note the Internal Auditors year-end report and completion of Annual Internal Audit Report 2020-21
- j) To recommend approval of Annual Governance Statement 2020/21 (Section 1)
- k) To note that the Responsible Finance Officer (Clerk) has signed on 13/04/2021 (Section 2) of the Accounting Statements certifying the accounts for 2020/21 present fairly the financial position of the Parish Council.
- l) To recommend approval of The Accounts & Accounting Statements (Section2)
- m) To consider Reserves Policy for financial year 2021/22.

Planning & Environment Committee

16. Public time and parish matters

17. Motion to Exclude the Press and Public (to enable Council to consider any items on the agenda in which significant aspects will be of a confidential and financial nature).

- a) The Retiring Staffing Committee to approve the Minutes of 21/04/2021
- b) To update Council members on matters related to staffing

Date of next meeting 14 June at 7.30pm via Zoom at 7.30pm

M Stepkowski – Parish Clerk: 28/04/2021

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