

HADLOW PARISH COUNCIL

Councillors: You are hereby summoned to attend the meeting of the Annual Parish Council Meeting on 9 May 2022 as detailed below:

Public Notice: I hereby give notice of the Annual Meeting of
Hadlow Parish Council
On Monday 9 May 2022 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. **To resolve** that the Minutes of the Parish Council Meeting held 11 April are a correct record.
To resolve that the Minutes of the Finance & General Purposes Committee 3 May are a correct record.
6. **To receive** an update on progress of resolutions from the last full Council meeting
7. **To receive** reports from TMBC & KCC Councillors
8. **To receive** report from PCSO & Community Warden
9. **Public Time & Parish Matters**
10. **To review** the terms of reference and appointment of members to existing committees including election of chairpersons.
11. **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
12. **To note** schedule of dates for May 2022 to April 2023 (approved 14/2/22) – 10 April 2023 to be changed to 17 April 2023 due to Easter Bank Holiday
13. **To note** arrangements with KCC under license for Shrubs & Borders

14. **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 policies, plans, risk assessments as minuted in Finance & General Purposes Minutes 3 May 2022
- b) **To recommend** to Council approval of review of inventory of land and other assets including buildings and office equipment (Asset Register from 1 April 2022)
- c) **To note** arrangements are in place for all insurable risks
- d) **To recommend** to Council approval of payments to date via cheque/faster payment
- e) **To recommend** to Council approval of April Accounts (including bank reconciliation, income & expenditure, cost centre report, trial balance)
- f) **To recommend** to Council approval of Direct Debits/Regular Faster Payment for 2022-23
- g) **To recommend** to Council approval of the updated Contracts List
- h) **To note** Section 137 expenditure allowance for 2022-23 of £8.41 in accordance with The Local Government Act 1972 (“the 1972 Act”)
- i) **To receive** and note the Internal Auditors year-end report and completion of Annual Internal Audit Report 2021-22
- j) **To recommend** approval of Annual Governance Statement 2021/22 (Section 1)
- k) **To note** that the Responsible Finance Officer (Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2021/22 present fairly the financial position of the Parish Council.
- l) **To recommend** approval of The Accounts & Accounting Statements (Section 2) 2021/22
- m) **To consider** additional fencing quote and suggested contribution of funds by the Village Hall Management Committee

Planning & Environment Committee

- **TM/22/00671/FL** - Installation of an extract duct to serve school kitchen. Hadlow Rural Community School Tonbridge Road Hadlow Tonbridge Kent TN11 0AU
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/22/00671/FL;>
- **TM/22/00783/FL** - Single storey rear extension: new roof to form additional living accommodation; changes to external fenestration. 30 Great Elms Hadlow Tonbridge Kent TN11 0HT
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/22/00783/FL;>

Date of next meeting 13 June at 7.30pm Old School Hall

M Stepkowski – Parish Clerk: 04/05/2022

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