

HADLOW PARISH COUNCIL

Councillors: You are hereby summoned to attend the meeting of the Annual Parish Council Meeting on 13 May 2024 as detailed below:

Public Notice: I hereby give notice of the Annual Meeting of
Hadlow Parish Council
On Thursday 13 May 2024 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. **To welcome** and receive Councillors Declarations of Acceptance of Office
4. **Apologies:** Council to approve apologies & reasons for absence
5. **To receive** declarations of interests
6. **To resolve** that the Minutes of the Parish Council Meeting held 8 April 2024 are a correct record.
7. **To receive** an update on progress of resolutions from the last full Council meeting
8. **To approve** Minutes of the Finance General Purposes Meeting held 13 May 2024 are a correct record
9. **To approve** Minutes of Planning & Environment Committee Meeting held 23 April 2024 are a correct record
10. **To receive** reports from TMBC & KCC Councillors
11. **To receive** report from PCSO & Community Warden
12. **Public Time & Parish Matters**
13. **To review** the terms of reference and appointment of members to existing committees including election of chairpersons.
14. **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
15. **To note** schedule of dates for May 2024 until April 2025 (as approved HPC 08/01/2024)

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

(1) Finance & General Purposes Committee

- a) **To approve** policies, plans, risk assessments (as detailed in appendix a)
- b) **To confirm** we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness as part of our policy review.
- c) **To approve** Asset Register as set out in Box 9 of the AGAR for 2023/24 in line with Council policy to use insurance value for land and buildings (9% index) and acquisition cost where possible for all other assets.
- d) **To note** arrangements are in place for all insurable risks
- e) **To approve** payments to date via cheque/faster payment
- f) **To approve** April Accounts (including bank reconciliation, income & expenditure, cost centre report, trial balance)
- g) **To approve** Direct Debits/Regular Faster Payment for 2024/25
- h) **To approve** updated Contracts List
- i) **To receive** and note the Internal Auditors year-end report and completion of Annual Internal Audit Report as part of the AGAR 2023/24
- j) **To approve** Annual Governance Statement 2023/24 (Section 1)
- k) **To note** that the Responsible Finance Officer (Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2023/24 as presenting fairly the financial position of the Parish Council.
- l) **To approve** The Accounts & Accounting Statements (Section2) 2023/24
- m) **To note** the period for the exercise of public rights
- n) **To note** Council no longer meets the criteria for **General Power of Competence**.
- o) **To approve** the appointment of Internal Auditor for 2024/25: Mr M Platten of April Skies Accounting

(2) Planning & Environment Committee

- a) **To resolve** comments for the following Planning Applications:
 - **TM/24/00645/PA** - 32, Marshall Gardens, Hadlow, Tonbridge, TN11 0HQ

18. **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) Staffing Committee

To ratify Caretaker hourly increase to Scale 11 of the NJC Scale from Scale 10 as of week 8 payroll on May 3 2024.

- b) Planning & Environment: Asbestos Quotations for consideration and decision

Date of next meeting 12 June at 7.30pm Old School Hall

M Stepkowski – Parish Clerk: 08/05/2024

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

Appendix A

- *Standing Orders & Finance Regulations*
- *Code of Conduct*
- *Investment Strategy*
- *Statement of Internal Control*
- *Reserves Policy*
- *Asset Register & Policy*
- *Expenses Policy*
- *Governance & Management Risk Register – approved by Council 08/4/2024*
- *Temporary Scheme of Delegation 2024-25 (Section101)*
- *Grant & Donations Policy*
- *Health & Safety Policy & (LCRS and other risk assessments)*
- *Grievance Policy*
- *Disciplinary Procedures*
- *Complaints Policy*
- *Equality & Diversity Policy*
- *Anti-Harassment & Bullying Policy*
- *Sickness & Absence Policy – approved by Council 08/04/2024*
- *Training & Development Policy*
- *Lone Worker Policy*
- *Home Worker Policy*
- *Recruitment & Selection Policy*
- *Volunteer Scheme*
- *Media Policy*
- *CCTV Policy*
- *Data Protection Policy (GDPR & ICO)/Privacy Notice*
- *Publication Scheme*
- *Tree Policy*
- *Voluntary Work Assessments*
- *Minibus Policy*