

# MERSHAM PARISH COUNCIL

Cllr Hawkins  
Cllr McBarnett  
Cllr Murphy  
Cllr Pearson  
Cllr Ross  
Cllr Stewart  
Cllr Wells

The Briars  
The Street  
Hastingleigh  
Ashford Kent  
TN25 5HU  
01233 750415

The Annual Meeting of Mersham Parish Council will be held at St John the Baptist Church on Monday 15<sup>th</sup> May 2023 at 7.30pm, and you are summoned to attend.

## AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2023-24
2. Completion of the Declaration of Pecuniary Interests and Declaration of Acceptance of Office Forms
3. To receive and approve apologies for absence
4. To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared.
5. To approve the minutes of the meetings held on 17<sup>th</sup> April 2023
6. To discuss matters arising from previous minutes that are not covered by the agenda
7. To receive reports from the Borough Councillor
8. Public Session: To receive questions and comments from the public on any agenda item
9. To confirm eligibility to use the General power of Competence
10. To agree representatives on other Committees for 2023/24
  - a. Village Hall Representative
  - b. Caretaker Committee Representative
  - c. KALC Representative
11. Appointment and Scope of the Internal Auditor
12. To review the Terms of Reference for the Caretaker Committee
13. To receive any update regarding the creation of a green buffer zone in High Field/IBF
14. To receive an update on Highways issues (to include the Highways Improvement Plan)
15. To receive an update on the Village Hall
16. Planning matters: to authorise a response to any application(s) and to note any recent planning decisions by Ashford Borough Council or any correspondence on planning matters  
  
See Appendix
17. To approve the Standing Orders, Asset Register and Risk Assessment and confirm arrangements for insurance cover in respect of all insured risks.

18. Review of the Council's subscriptions to other bodies ie KALC

19. Financial matters:

a) To approve the following financial documents:

- i. To receive the end of year accounts
- ii. To receive the report from the Internal Auditor
- iii. To approve the Governance Statement 2022/23, section 1 of the AGAR for the year ending 31 March 2023
- iv. To consider and approve the Accounting Statements 2022/23, section 2 of the AGAR for the year ending 31 March 2023 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2023, the explanation of significant variance. To ensure that the Accounting Statements 2022/23 are signed and dated by the person presiding at the meeting.

b) To note the Parish Council's financial position for the beginning of the new Financial Year.

c) To authorise any payments

20. Any Other Business (for information purposes only):

21. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Monday 19<sup>th</sup> June 2023

Monday 17<sup>th</sup> July 2023

Monday 18<sup>th</sup> September 2023

Monday 16<sup>th</sup> October 2023

Monday 20<sup>th</sup> November 2023

Monday 15<sup>th</sup> January 2024

Monday 19<sup>th</sup> February 2024

Monday 18<sup>th</sup> March 2024

Monday 15<sup>th</sup> April 2024



Tracey Block

Clerk to Mersham Parish Council

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