

## Allhallows Parish Council

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**TO ALL MEMBERS OF THE COUNCIL**

**2<sup>nd</sup> May 2019**

**You are summoned to attend the ANNUAL MEETING OF ALLHALLOWS PARISH COUNCIL at the Cross Park Pavilion, Avery Way, Allhallows, on Wednesday 8<sup>th</sup> May 2019 at 6:30 pm. As this is the first meeting of the 2019-2023 Parish Council, councillors will be unable to act in that role unless they have signed the declaration of acceptance of office in the Clerk's presence and counter-signed by him (from 8/5/2019)**

### AGENDA

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. To elect the Vice-Chairman and to receive the Vice-Chairman's declaration of acceptance of Office.
3. To receive apologies for absence.
4. To receive Declarations Pecuniary Interest (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda and following the Medway Council Code of Conduct.
5. To receive and consider any dispensation requests from member's with DPI's in relation to the agenda.
6. To confirm the accuracy of the minutes of the meeting of 8<sup>th</sup> May 2018
7. To note Gifts & Hospitality declarations
8. To review and adoption of Standing Orders and Financial Regulations – circulated – **due for review**
9. To review delegation arrangements to committees, sub committees, staff and local authorities (where appropriate)
10. To review Committee Structures and to appoint members to serve on the under mentioned Committees:  
Currently there are no committees – although Advisory Committees may be established as required (with very limited decision making powers)
  - a) Personnel Advisory Committee (terms of reference circulated)
  - b) Finance and General Purposes Committee (terms of reference circulated)
  - c) Youth Club Committee (terms of reference circulated)
  - d) Grievance, Disciplinary and Appeal Committees (to be constituted as required)
  - e) Others?
11. To appoint representatives on the under mentioned bodies as required:
  - a) PACT (two)
  - b) Medway Council Rural Liaison Sub-committee (one + substitute)
  - c) Kent Association of Local Council (KALC) Medway area committee (up to two)
  - d) Police Liaison committee/s
  - e) Village Hall Management Committee (one)
  - f) Cross Park Association (one)
  - g) Allhallows Fete Committee
  - h) Friends of All Saints Church (one)
12. To agree other member responsibilities
  - a) Allotments
  - b) Recreation ground and playpark
  - c) Bourne Leisure Liaison (Haven Holiday Park)
  - d) Turners Group (Allhallows Park (Kingsmead))
  - e) Allhallows Primary School Liaison
13. To appoint to other posts:
  - a) Footpaths Officer
14. To consider the Council becoming eligible to exercise the general power of competence in the future.
15. Review of inventory of assets

16. Confirmation of arrangements for insurance cover in respect of all insured risks. Renewal notice not yet received – will need to be done when received.
17. Review of the Council's complaints procedure.
18. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (**will need to be updated to include GDPR and statements for the website**)
19. Review of the Council's policy for dealing with the press/media and **social media policy**.
20. Determining the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council 6:30pm, second Wednesday of each month at Cross Park Pavilion, Avery Way. (it has been suggested that no meeting be held in April when the Annual Parish Meeting takes place, but delegation arrangements will be needed to make payments).

## 21. Close of meeting

Signed

*Chris Fribbins*

Chris Fribbins, Parish Clerk

***Members of the public and press are welcome to attend this meeting.***