

HOTHFIELD PARISH COUNCIL

A G E N D A

**FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON
WEDNESDAY 2 MAY 2018, AT THE BLUEBELL CENTRE, HOTHFIELD AT 7.00 PM**

- 1. ELECTION OF CHAIRMAN – Chairman to sign Declaration of Acceptance of Office**
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST**

A member who declares a Declaration of Pecuniary Interest in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, unless a relevant Dispensation has been granted.)

(A member who declares an Other Significant Interest will be able to speak on the item, but will be required to leave the meeting for the vote).

- i) To note the granting of any Requests for Dispensations and the decision
- ii) Updating of Declarations of Interest

- 4. ELECTION OF VICE CHAIRMAN**
- 5. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL**
Finance and Policy Advisory Committee
Village Hall Committee
KALC
Parish Forum
Police Committees
Disciplinary and Grievance Committee
Appeals Committee
Councillors to serve on reciprocal Complaints Committee for Little Chart Parish Council if required
Any other Committees requested by Councillors
- 6. DELEGATION OF RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL**
Annual Review of all Parish Council Paperwork - August
Six Monthly Review of Fixed Assets – September and March
Six Monthly Risk and Financial Risk Assessment – August and March
Internal Parish Council Audit
Councillors Responsible for Finance
Annual Review of Insurance Arrangements – On Receipt of Policy
Weekly Safety Check – MUGA and Youth Shelter
Annual Inspection of MUGA and Youth Shelter
Councillors responsible for Website and Publicity
Councillors responsible for assisting with Transparency and Data Protection
Councillors responsible for accuracy of Council Policies
Councillor with responsibility for Post and Emails
Councillor with responsibility for Returning Questionnaires
Councillor responsible for Submitting Report to Kentish Express
Any other Responsibilities put forward at meeting

7. **PUBLIC INTERVAL**
8. **REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**
9. **REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL**
10. **CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS**
Renewal of Insurance for Year 2018/2019
Self Insurance of Parish Council Assets
11. **REVIEW OF SUBSCRIPTIONS**
12. **REVIEW OF COMPLAINTS PROCEDURE**
13. **REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**
14. **REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
15. **REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES**
16. **REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE**
17. **DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**
18. **ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**
19. **MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**
Items for discussion only. No decisions can be made under this heading
20. **CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**
Correspondence
Arrangements for dealing with Parish Council Post and Emails
Chairman's Update
MUGA and Youth Shelter
Website
Risk Assessment
Storage of Parish Council Documents
Retention and Storage of Post and Emails
IT Security
Compliance with Transparency Code
Compliance with Data Protection Legislation
Storage of Computer Records
Social Media Policy
Terms of Reference for Finance and Policy Committee
21. **FINANCE**
Internal Auditors Report
Review of Effectiveness of Internal Auditor

Completion of Certificate of Exemption
Review of System of Internal Control
Consideration of the Findings of the Review by Members of the Meeting as a whole
Approval of the Annual Governance Statement by the members meeting as a whole – Section 1
Signature and Dating of the Statement by the person presiding at the meeting and Clerk – Section 1
Consideration of the Accounting Statements by the members meeting as a whole
Approval of the Accounting Statements by the members meeting as a whole – Section 2
Signature and Dating of the Accounting Statements by the person presiding at the meeting – Section 2
Review of Direct Debits
Accounts to be paid
Bank Balance
Review of Salaries

22. BOROUGH COUNCILLORS REPORT

23. PLANNING

Applications received by the date of this agenda will be shown on the attached Planning Application Record.

Other applications may be discussed if they are received after the date of publication and councillors do not consider them to be contentious. Please contact the Clerk for further information.

Storage of Planning Applications

24. VILLAGE ACTIVITIES

Garden Competition

25. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

Items for discussion only. No decisions can be made under this heading.



Clerk

24 April 2018

HOTHFIELD PARISH COUNCIL

PLANNING APPLICATION RECORD

2018

MAY 2018

18/00490/AS The Pheantry, Godinton Lane, Hothfield, Ashford, Kent TN26 1DP
The erection of a timber clad double garage

18/00517/AS 8 Thanet Terrace, The Street, Hothfield, Ashford, Kent TN26 1EH
Loft conversion with side dormer extension and front Juliette balcony