

# 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 20<sup>th</sup> May 2024 at 7.30pm, and you are summoned to attend.

## AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2024-25
2. Completion of the Declaration of Acceptance of Office Form
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 15<sup>th</sup> April 2024
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 2024/25
  - a. Village Hall Representative
  - b. Caretaker Committee Representative
  - c. KALC Representative
  - d. Mersham Sports Club
11. Presentation of a KALC Community Award
12. To discuss the communication from Terry Mortimer regarding the Code of Conduct
13. Appointment and Scope of the Internal Auditor
14. To review the Terms of Reference for the Caretaker Committee
15. To receive any update regarding the creation of a green buffer zone in High Field/IBF. To include planting delays to the green buffer zone near Highfield Lane.
16. To receive an update on Highways issues (to include the Highways Improvement Plan)
17. To receive an update on the Village Hall – to include discussion surrounding a working party for the redecoration of the Main Village Hall.

18. 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

19. To approve the Standing Orders, Asset Register and Risk Assessment and confirm arrangements for insurance cover in respect of all insured risks.

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

21. Financial matters:

a) To approve the following financial documents:

- i. To receive the end of year accounts for 2023-24
- ii. To receive the report from the Internal Auditor
- iii. To approve the Governance Statement 2023/24, section 1 of the AGAR for the year ending 31 March 2024
- iv. To consider and approve the Accounting Statements 2023/24, section 2 of the AGAR for the year ending 31 March 2024 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2024, the explanation of significant variance. To ensure that the Accounting Statements 2023/24 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

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

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

Monday 17<sup>th</sup> June 2024

Monday 16<sup>th</sup> September 2024

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

Monday 17<sup>th</sup> February 2025

Monday 21<sup>st</sup> April 2025

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

Monday 21<sup>st</sup> October 2024

Monday 20<sup>th</sup> January 2025

Monday 17<sup>th</sup> March 2025

Monday 19<sup>th</sup> May 2025



Tracey Block

Clerk to Mersham Parish Council

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