

## BROOK PARISH COUNCIL

Cllr Betty  
Cllr Mrs Finn  
Cllr Mrs Jessop  
Cllr Linin  
Cllr Medhurst  
Cllr Tomkins

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

Cllr Howard  
Cllr Miss Martin

[clerk@brookpc.kentparishes.gov.uk](mailto:clerk@brookpc.kentparishes.gov.uk)

### AGENDA

You are invited to the Annual Meeting of Brook Parish Council held in Brook Village Hall, on Thursday, 17<sup>th</sup> May 2018 at 7.45pm

### AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2018-2019
2. Completion of the Declaration of Acceptance of Office Form by the Chairman.
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 meeting held on 19 April 2018.
6. To discuss matters arising from the above minutes not covered by the agenda.
7. Public session: To receive questions and comments from the public on any agenda item.
8. Financial matters:
  - a) To approve the following financial documents:
    - i. To receive the report from the Internal Auditor
    - ii. To approve the Annual Governance Statement 2017/18 by Resolution
    - iii. To consider the Accounting Statements 2017/18
    - iv. To approve the Accounting Statements 2017/18 by resolution
    - v. To ensure the Accounting Statements 2017/18 are signed and dated by the person presiding at the meeting
  - b) To note/authorise the following:
    - i. To note the Parish Council's financial position
    - ii. To authorise any payments
9. To review Financial Regulations, Standing Orders, Asset and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks
10. Review of the Council's and/or staff subscriptions to other bodies ie KALC
11. Review of the Council's complaints procedure;
12. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of

information and data protection legislation (*see also standing orders 11, 20 and 21*);

13. Review of the Council's policy for dealing with the press/media;
14. Review of the Council's employment policies and procedures;
15. To consider any changes to the Risk Assessment.
16. Planning matters: to approve the responses to any recent planning applications.
17. Any Other Business (for information purposes only):
18. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Thursday 21 June 2018

Thursday 19 July 2018

Thursday 20 September 2018

Thursday 18 October 2018

Thursday 15 November 2018

Thursday 20 December 2018

Thursday 21 February 2019

Thursday 21 March 2019

Thursday 18 April 2019

Thursday 16 May 2019