

Allhallows Parish Council

24 Burdett Ave, Shorne, Gravesend, Kent DA12 3HP
Tel: 01474 825067 e-mail: allhallowspc@gmail.com
www.allhallowspc.kentparishes.gov.uk

Agenda reference: C/18/2015/1 - 34

TO ALL MEMBERS OF THE COUNCIL

12th May 2015

**You are summoned to attend the ANNUAL MEETING OF ALLHALLOWS PARISH COUNCIL
at the Village Hall, Stoke Road, Allhallows, on Wednesday 20th May 2015 at 6:30 pm.**

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 29th April 2015
- 7.** To confirm receipt of the minutes of the Finance Committee meeting held on 14th January 2015
- 8.** To confirm receipt of the minutes of the Personnel Committee meeting held on 18th March 2015
- 9.** To note the updates on the action points from previous meetings.
- 10.** To note Gifts & Hospitality declarations
- 11.** To review and adoption of Standing Orders and Financial Regulations (previously delivered in welcome pack)
- 12.** To review delegation arrangements to committees, sub committees, staff and local authorities
- 13.** To review terms of reference for committees
- 14.** To appoint any new committees
- 15.** To review Committee Structures and to appoint members to serve on the under mentioned Committees:
 - a) Planning
 - b) Finance
 - c) Personnel

16. To appoint representatives on the under mentioned bodies as required:

- a) Medway Council Rural Liaison Sub-committee
- b) KAPC Medway area committee
- c) Police Liaison committee
- d) Village Hall management committee
- e) Cross Park association
- f) Allhallows Little Explorers
- g) Friends of All Saints Church

17. To agree other member responsibilities

- a) Allotments
- b) Recreation ground and playpark
- c) Bourne Leisure
- d) Allhallows Primary School
- e) Allhallows Youth Club

18. To appoint to other posts:

- a) Footpaths Officer

19. To review of arrangements, including any charters and agency agreement, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

20. To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.

21. Review of inventory of assets

22. Confirmation of arrangements for insurance cover in respect of all insured risks. See renewal

23. Review of the Council's or staff's subscriptions to other bodies.
Currently KALC at £480 and SLLC at about £120

24. Review of the Council's complaints procedure.

25. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. To be reviewed at the next Parish Council meeting.

26. Review of the Council's policy for dealing with the press/media
(Parish Clerk unable to trace policy at time of agenda)

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

28. Planning

- | | | |
|------------------------------|------------|------------------------|
| a) Applications | MC/15/1437 | 32 Shelduck Close |
| b) Decisions | | None at time of agenda |
| c) Appeals and other matters | | None at time of agenda |

29. Finance

Due to the Internal Audit being carried out and the books of accounts not being available to the Parish Clerk, the accounts to date will be presented at the next meeting.

- a) To note internal audit report. Parish Clerk to report on auditor's comments at the next meeting.
- b) To approve the receipts and payments account for 2014/2015
- c) To arrange new signing arrangements for the Parish Council's bank accounts.

30. Management of Council's Land and Property

To consider the estimate for grass cutting at the active cemetery at All Saints Church

31. Correspondence

Medway Council Local Plan – Village Infrastructure Audit

32. Update on Mums & Toddlers' grant application

33. Date and time of next meeting

SUSPENSION OF MEETING FOR PUBLIC SESSION

15 minute session: To receive questions and comments from the public. Matters raised may be placed on the agenda for the next or subsequent meeting(s).

CONFIDENTIAL SECTION

Motion to be made under section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the public and representatives of the press and broadcast media during the discussion, due to the confidential and sensitive nature of the business to be transacted.

34. Touring Park at Stoke Rd

Close of meeting

Signed

L Davis

Lynn Davis, Parish Clerk

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