

BROOK PARISH COUNCIL

Cllr A Betty
Cllr S Betty
Cllr R Masters
Cllr P Penberthy
Cllr V Redfern
Cllr A Wood

The Briars
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There will be a Meeting of Brook Parish Council held at the Village Hall, on Thursday, 21st May 2026 at 5.15pm, and you are summoned to attend.

AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2026-27
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 19th March 2026.
6. To discuss matters arising from the above minutes not covered by the agenda.
7. To receive a report from Borough Councillor.
8. Public session: To receive questions and comments from the public on any agenda item.
9. To confirm loss of eligibility to use the General Power of Competence.
10. Appointment and scope of the Internal Auditor.
11. Appointment of Responsibilities:

Planning Committee (3 members)	Village Hall Representative
Highways and Environment Lead	KALC Representative
Caretaker Committee Representative	
12. To review the Terms of Reference for the Caretaker Committee.
13. To review the effectiveness of the system of Internal Controls: Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance Statement.
14. Financial matters:
 - a) To approve the following financial documents:
 - i. To receive the end of year accounts
 - ii. To receive the report from the Internal Auditor
 - iii. To approve the Annual Governance Statement 2025/26, section 1 of the AGAR for the year ending 31 March 2026.
 - iv. To consider the Accounting Statements 2025/26 and approve the Accounting Statements 2025/26, section 2 of the AGAR for the year ending 31 March 2026 and the supporting Bank Reconciliation as at 31st March 2026 and the explanation of significant variance from 2024-25 to 2025-26. To ensure the Accounting Statements 2025/26 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, Chair to initial bank statement.
- ii. To authorise any payments

15. Review of the Council's and/or staff subscriptions to other bodies ie KALC/ACRK
16. Review of the Council's: Financial Regulations, Standing Orders, Asset and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks; complaints procedure; policies, procedures and practices in respect of its obligations under freedom of information; data protection legislation (*see also standing orders 11, 20 and 21*); policy for dealing with the press/media; employment policies and procedures and IT Policy
17. To receive an update on the Recreation Ground to include the Open Spaces Policy and Play area.
18. To consider any changes to the Risk Assessment.
19. Village sign/noticeboard update
20. Planning matters: to approve the responses to any recent planning applications.
21. To receive any updates on Highways/Environment.
22. To receive a Caretaker Report.
23. To receive the KALC Report.
24. Any Other Business (for information purposes only).
25. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

16th July 2026

17th September 2026

19th November 2026

21st January 2027

18th March 2027

20th May 2027



T Block

Clerk to Brook Parish Council

Members of the public and press are welcome to attend and will be given an opportunity to speak on any matter on the agenda.