

# Luddesdown Parish Council

Email: [clerk@luddesdown-pc.gov.uk](mailto:clerk@luddesdown-pc.gov.uk) Website: [www.luddesdown-pc.gov.uk](http://www.luddesdown-pc.gov.uk)



To all members of Luddesdown Parish Council

You are hereby summoned to attend the **Annual Meeting of Luddesdown Parish Council** on **Monday 15<sup>th</sup> May 2023** at **7:30pm** to be held at **Luddesdown Village Hall, DA13 0XE**. Papers have been circulated for items marked with (\*)

Yours faithfully

*Shaun Fishenden*

**Shaun Fishenden BA (Hons)**  
**Clerk and Responsible Financial Officer**  
**Date of Issue: Tuesday 9<sup>th</sup> May 2023**

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## AGENDA

1. **To elect the Chairman of Luddesdown Parish Council for the 2023/2024 Council Year and to receive the Declaration of Acceptance of Office from the Chairman**
2. **To elect the Vice-Chairman of Luddesdown Parish Council for the 2023/2024 Council Year and to receive the Declaration of Acceptance of Office from the Vice-Chairman**
3. **Apologies for Absence:** To receive and accept apologies
4. **Declarations of Members' Interests:**
  - 4.1 To remind all Members that they are required to submit their declaration of interest forms to the Monitoring Officer within twenty-eight days of the election
  - 4.2 To receive declarations of pecuniary and non-pecuniary interests for this meeting
5. **To approve minutes of the previous Full Council meeting: 20.03.23 (\*)**
6. **Public Session & External Reports**
  - 6.1 **Public Session**
  - 6.2 **Borough Councillors and County Councillor**
  - 6.3 **Police and Community Warden**
7. **New Council Training Session:** To adjourn the meeting for a ten-minute period to allow the Clerk to provide an introductory training session to Council
8. **Clerk's Report:** To receive a report from the Clerk
9. **Annual Review of Council Operations**
  - 9.1 **Schedule of Meetings:** To note the schedule of meetings of meetings up to and including the next Annual Meeting of Council (\*)
  - 9.2 **Subscriptions:** To review and approve the Council's and employees' subscriptions to other bodies
  - 9.3 **Arrangements for Receiving Correspondence:** To confirm that all councillors will continue to receive summons, agendas and minutes plus other correspondence via email

- 9.4 Banking Arrangements:** To review the bank account signatories for 2023 2024
- 9.5 Internal Audit Report for 2022-2023:** To receive the Internal Audit report from Lionel Robbins and consider its recommendations (\*)
- 10. Council Governance**
- 10.1 Standing Orders:** To review the Council's Standing Orders (\*) (to follow)
- 10.2 Financial Regulations:** To review the Council's Financial Regulations (\*) (to follow)
- 10.3 Scheme of Delegation:** To review the proposed Scheme of Delegation (\*) (to follow)
- 11. Financial Matters**
- 11.1 Schedule of Payments:** To approve the schedule of payments up to 09.05.23, in accordance with Financial Regulation 5.2 (\*)
- 11.2 Receipts & Payments Report:** To note the receipts and payments report up to 09.05.23
- 11.3 Bank Statement:** To receive the bank statement as of 09.05.23 (\*)
- 11.4 Council Insurance:** To consider renewing the Council's insurance with Zurich Municipal at a cost of £167.44
- 11.5 Scribe Subscription:** To consider renewing the Scribe accounting software at a cost of £150 + VAT
- 12. 2022-23 End-of Year Financial Matters**
- 12.1 To review the effectiveness of the system of Internal Control (\*):** Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The Chairman of the Council and the Clerk to sign
- 12.2 Annual Governance Statement (\*):** To approve the Annual Governance Statement for 2022-23, Section 1 of the AGAR for the year ending 31 March 2023
- 12.3 Accounting Statements, Bank Reconciliation and Variances (\*):** To approve the Accounting Statements for 2022-23, Section 2 of the AGAR for the year ending 31 March 2023 and the supporting Bank Reconciliation as at 31 March 2023.
- 12.4 Certificate of Exemption (\*):** To confirm the Council meets the criteria for exemption for 2022-23 and can certify itself as exempt from the 'Limited Assurance review'. If so, the Chairman and the Clerk/RFO to sign and date the Certificate of Exemption.
- 12.5 Exercise of Public Rights:** To note the proposed dates (Monday 13 June 2022 to Friday 22 July 2022) for the Exercise of Public Rights as selected by the Council's Responsible Financial Officer
- 13. Planning Applications:** To consider any applications received. Late applications may be considered.
- 14. Matters for 2023-2024**
- 14.1 Student Advisors:** To consider introducing Student Advisors to the Parish Council from September 2023 (\*)
- 14.2 Grant Request:** To consider the grant request received from Luddesdown PCC (\*)
- 14.3 New Councillor Training:** To authorise the booking of Cllr Martin and Cllr Crow onto the Dynamic Councillor course at a total cost of £100 + VAT
- 14.4 KALC Gravesham Area Committee - Representatives:** To agree two representatives that will attend the KALC Area Committee meetings