



Bilsington Parish Council

Ashford, KENT

www.bilsingtonpc.org.uk

Parish Clerk

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TO: MEMBERS OF BILSINGTON PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend the Annual meeting of the PARISH COUNCIL to be held on **Monday 20th May 2024 to follow the Annual Parish Meeting which commences at 7.00pm.**

Peter Setterfield

Peter Setterfield PSLCC
Clerk to the Council

A G E N D A

1. **To Elect the Chairman of the Parish Council for the municipal year 2024 / 2025 and to receive the Chairman's declaration of acceptance of office.**
2. **To Elect the Vice Chairman of the Parish Council for the municipal year 2024 /2025 and to receive the Vice Chairman's declaration of acceptance of office.**
3. **To receive apologies for absence**
4. **To receive any declarations of interest from Members**

Members are invited to declare disclosable pecuniary interests in items on the agenda as required by the Bilsington Parish Council Code of Conduct for Members and by the Localism Act 2011.

5. **Public Participation Session:**
6. **To approve the minutes of the Parish Council meeting held on 27th March 2024.**
7. **Standing Orders**
The current standing orders have been reviewed against the current model produced by the National Association of Local Councils. It is confirmed that they are up to date.
8. **Financial Regulations**
The current Financial Regulations have been reviewed against the current model produced by the National Association of Local Councils. It is confirmed that they are up to date.
9. **Annual Risk Assessment:**
Report BPC/24/01 brings to the Parish Council the risk assessment undertaken as an assessment of its activities and assets to ensure that it has the necessary audit procedures in place and has adequate insurance cover in place.
10. **Asset Register:**
Report BPC/24/02 details the Parish Council's assets as at 31st March 2024.
11. **Report of the Independent Internal Auditor:**
Report BPC/24/03 encloses the report of the Independent Internal Auditor who has been asked to complete Section 4 of the Annual Governance and Accountability Return.
12. **Statement on Internal Control for the year ended 31st March 2024 - Annual Governance Statement:**
Report BPC/24/04 details the statement on internal control to support the Annual Governance Statement required as part of the Annual Governance and Accountability Return.
13. **Statement of Accounts for the year ended 31st March 2024:**
Report BPC/24/05 attaches the Statement of Accounts for the financial year 2023 / 2024.
14. **Certificate of Exemption from External Audit:**
Report BPC/24/06 sets out the criteria to enable the Parish Council to certify itself exempt from a limited assurance review.

15. **Planning Matters:**
Planning application PA/2024/0679 – Bourne Farm, Bourne Road, Aldington – Pool enclosure attached to dwelling.

Planning application PA/2024/0696 – Bourne Farm, Bourne Road, Aldington – Listed building consent for pool enclosure attached to dwelling.

The Parish Council is asked to consider any further planning matters arising prior to the meeting.

16. **Finance:**
Schedule of payments:
Staff costs March £452.68
Staff costs April £495.17
Clerk's expenses £56.18

17. **Village Hall:**
The Parish Council is asked to nominate one of its members to the Village Hall Committee and to report back to the Parish Council.

18. **Code of Conduct:**
Report BPC/24/07 has been compiled as a result of a letter received from the Monitoring Officer at Ashford Borough Council on the subject of Code of Conduct complaints.

19. **Other items for information.**