



# FRINDSBURY EXTRA PARISH COUNCIL

53 Capelands  
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C/05/19/1-30

## TO THE MEMBERS OF THE COUNCIL

NOTICE is hereby given that the Annual Parish Council Meeting will be held at the Memorial Hall, Holly Road, Wainscott on Wednesday 15 May 2019 at 7.30 pm, which meeting Members are hereby summoned to attend.

Before the commencement of the meeting, all councillors will be required to sign their declarations of acceptance of office before the Proper Officer of the Council.

## AGENDA

- 1 Election of Chairman
- 2 To receive the Chairman's Declaration of Acceptance of Office or, if the Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council
- 3 Election of Vice-Chairman
- 4 To receive the Vice-Chairman's Declaration of Acceptance of Office or, if the Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council
- 5 Apologies
- 6 Declarations of Interest
- 7 To appoint Committees
  - a Planning Committee
  - b Finance Committee
- 8 To appoint representatives to outside bodies:
  - a Rural Liaison Committee (1)
  - b KALC Medway Area Committee (2)
  - c Police Liaison Committee (1)
  - d Memorial Hall Management Committee (1)
- 9 To appoint to other posts
  - a Footpaths Officer – currently Mrs Anne Roscow
  - b Tree Wardens - currently Mrs Marilyn Campbell, Mrs Lindsay Hargreaves and Mrs Karen Seymour
- 10 To appoint to other Responsibilities
  - a Park Ranger
  - b Magazine Liaison
  - c Neighbourhood Watch

- 11 Any other business of an urgent nature to be taken at the end of the meeting
- 12 Minutes of the Meeting of the Council held on 25 April 2019 – attached
- 13 Matters arising from the Minutes not otherwise on the Agenda
- 14 Footpaths
  - a Representative’s report *AR*
- 15 Planning – Appendix A
  - a Applications
  - b Decisions
  - c Appeals and Other Matters
- 16 Finance – Appendix B
  - a Bank Balances
  - b Payments made since last meeting
  - c Accounts for payment
  - d To adopt accounts 2018/19
  - d Internal Audit Report
  - e To agree and sign the Audit Return governance statement 2018/19
  - f To agree and sign the Audit Return statement of accounts 2018/19  
Chairman’s allowance (budget figure £300)
- 17 Grant Applications
- 18 Induction and Training
- 19 Management of the Council’s land and property
  - a Recreation Ground/Hall Garden
  - b Wainscott Fields
    - i. General Matters
    - ii. To consider commissioning management plan for informal area
  - c Fordwich Drive Open Space
  - d Playparks
    - i Recreation Ground
    - ii Wainscott Fields
    - iii Fordwich Drive
  - e Allotments
  - f Lower Upnor Green
  - g Woodland, Lower Upnor
  - h Noticeboards
- 20 Upnor
  - a General matters *GM*
  - b Parking and traffic management *GM, CS*
  - c Public toilets. A resident has requested the Council considers taking over responsibility from Medway Council and re-opening them
- 21 Highways & Transport
- 22 Lighting
- 23 Rural Liaison Committee
  - a Representative’s report

- |    |  |           |
|----|--|-----------|
| 24 | KALC/MAC   |           |
|    | a Representatives' report                          | <i>GM</i> |
| 25 | Hall Management                                    |           |
|    | a Representative's report                          |           |
| 26 | Police Matters                                     |           |
|    | a Police Liaison Committee representative's report | <i>JW</i> |
|    | b Neighbourhood Watch                              | <i>OO</i> |
| 27 | Communications                                     |           |
|    | a Website  |           |
|    | b Magazine   | <i>GE</i> |
| 28 | Consultation documents                             |           |
| 29 | Correspondence                                     |           |

**SUSPENSION OF MEETING FOR MEDWAY COUNCILLORS' REPORTS**

- |    |                            |
|----|----------------------------|
| 30 | Reports and Circulars      |
|    | a Clerks & Councils Direct |

**CONFIDENTIAL SECTION**

- |    |  |
|----|--|
| 31 | Resolution to exclude the Press and Public |
| 32 | Acquisition of Land                        |
| 33 | Disposal of Land                           |
| 34 | Review of Clerk's salary                   |

The next meeting will be held on Thursday 27<sup>th</sup> June 2019 at 7.30 pm

***Roxana Brammer***  
***Parish Clerk***

8 May 2019