

BROOK PARISH COUNCIL

Cllr A Betty
Cllr S Betty
Cllr Jessop
Cllr F Penberthy
Cllr P Penberthy
Vacancy

The Briars
The Street
Hastingleigh
Ashford Kent
TN25 5HU
01233 750415

clerk.brookpc@gmail.com

There will be a Meeting of Brook Parish Council held at the Village Hall, on Thursday, 18th May 2023 at 5.00pm, and you are summoned to attend.

AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2023-24
2. Completion of the Declaration of Acceptance of Office Form and the Declaration of Pecuniary Interest Form by all Councillors
3. To receive and approve apologies for absence
4. To receive any declarations of interest (Disclosable Pecuniary Interest 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 16th March 2023
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 eligibility to use the General power of Competence
10. Appointment and scope of the Internal Auditor
11. To confirm Parish Council roles for 2023-24:
Planning Committee (3 members)
Village Hall Representative
Highways and Environment Lead
KALC Representative
Wildlife/Trees lead
Caretaker Committee
Parish Council Newsletter Editor
12. 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
13. Financial matters:
 - a) To approve the following financial documents:
 - i. To receive the end of the Year accounts
 - ii. To complete the certificate of exemption on the Annual Governance and Accountability Return - To be completed only by smaller authorities where the higher of gross income or gross expenditure was £25,000 or less, that meet the

qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review

- iii. To receive the report from the Internal Auditor
- iv. To approve the Annual Governance Statement 2022/23, section 1 of the AGAR for the year ending 31 March 23
- v. To consider the Accounting Statements 2022/23 and approve the Accounting Statements 2022/23, section 2 of the AGAR for the year ending 31 March 2023 and the supporting Bank Reconciliation as at 31st March 2023 and the explanation of significant variance from 2021-22 to 2022-23. To ensure the Accounting Statements 2022/23 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.
- ii. To authorise any payments

14. To review Financial Regulations, Standing Orders, Asset Register and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks
15. Review of the Council's and/or staff subscriptions to other bodies ie KALC
16. Review of the Council's complaints procedure;
17. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information (*see also standing orders 11, 20 and 21*);
18. Review of the Council's policy for dealing with the press/media;
19. Review of the Council's employment policies and procedures;
20. To consider any changes to the Risk Assessment.
21. To receive the planning report.
22. To receive the KALC report.
23. To receive any updates on Highways/Environment.
24. To receive a Caretaker Report.
25. Any Other Business (for information purposes only):
26. Date of next meeting – To be confirmed



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.