

BROOKLAND PARISH COUNCIL

A G E N D A

**FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON
MONDAY, 16 MAY 2011, FOLLOWING THE ANNUAL PARISH MEETING
AT THE VILLAGE HALL, BROOKLAND**

Prior to the start of the meeting all Councillors to sign a Declaration of Acceptance of Office.

A Register of Member's Interests must be completed by each Councillor and returned to SDC. A copy must be given to the Parish Clerk for Parish Council records.

- 1. ELECTION OF CHAIRMAN – Chairman to sign Declaration of Acceptance of Office**
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST**
 - i) Updating of Declarations of Interest
- 4. ELECTION OF VICE CHAIRMAN**
- 5. FORMATION OF FINANCE AND POLICY COMMITTEE**
- 6. ELECTION OF OFFICERS TO COMMITTEES/ASSIGNMENT OF RESPONSIBILITIES**
 - Village Hall Committee
 - KALC
 - Police Committees
 - Planning Committee
 - Finance and Policy Committee
- 7. DELEGATION OF RESPONSIBILITIES**
 - i. Annual Review of Financial Regulations - August
 - ii. Annual Review of Standing Orders - August
 - iii. Annual Review of arrangements in Place regarding Freedom of Information Act - August
 - iv. Six Monthly Review of Fixed Assets – September
March
 - v. Six Monthly Risk Assessment – September
March
 - vi. Internal Parish Council Audit
 - vii. Annual Review of Insurance Arrangements - June
 - viii. Weekly Play Area Safety Check
 - x. Review of Terms of Reference for the Planning Committee - August
- 8. ACCEPTANCE OF MINUTES**
- 9. MATTERS ARISING**
- 10. PUBLIC INTERVAL**
- 10. CHAIRMAN'S REPORT**

- 11. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**
Adoption of Internally Audited Accounts, review and completion of associated paperwork
Review of System of Internal Control
Review of Effectiveness of Internal Auditor
Insurance
Casual Vacancy
Additional Noticeboard
Bus Shelter
- 12. YOUTH AREA**
- 13. CEMETERY**
- 14. PLANNING**
Please see attached list. Any plans received after publication of agenda will also be discussed
- 15. VILLAGE RESPONSIBILITIES**
Matters Arising from the Round Robin not previously covered
Village Hall
Items to be reported to the County Lengthsmen
- 16. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

Next Meeting 20 June 2011

Items for inclusion on the agenda should be with the Clerk by 10 June



Parish Clerk