



FRINDSBURY EXTRA PARISH COUNCIL

53 Capelands
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C/05/23/1-35

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 Monday 22 May 2023 at 7:30 pm, which meeting Members are hereby summoned to attend.

ALL COUNCILLORS PLEASE ARRIVE AT 7PM TO SIGN ACCEPTANCE OF OFFICE, CONTACT SHEETS AND DECLARATION OF INTEREST FORMS

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
 - c Personnel Committee
- 8 **To appoint other Council groups**
 - a Wainscott Fields Working Group
 - b Neighbourhood Plan Steering Group
- 9 **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)
- 10 **To appoint to other posts**
 - a Footpaths Officers – currently Cllr Mrs Anne Roscow and Mr Dennis Weatherby
 - b Tree Wardens - currently Mrs Marilyn Campbell, Mrs Lindsay Hargreaves and Mrs Karen Seymour
- 11 **To appoint to other Responsibilities**
 - a Park Rangers – currently Cllrs John Williams, Gary Etheridge, Chris Sparks, vacancy
 - b Magazine Liaison – currently Cllr Gary Etheridge
 - c Neighbourhood Watch – currently Cllr Ope Onimole
 - d Social Media Liaison – currently Cllr Vanessa Roach
 - e Environmental Liaison - vacancy

	f	Schools Liaison - vacancy	
12		Any other business of an urgent nature to be taken at the end of the meeting	
13		Minutes of the Meeting of the Council held on 25 April 2023 – attached	
14		Matters arising from the Minutes not otherwise on the Agenda	
15		Footpaths	
	a	Representative's report	AR
16		Planning – Appendix A	
	a	Applications	
	b	Decisions	
	c	Appeals and Other Matters	
	i	Upnor House Boat	
	d	Neighborhood Plan	
17		Finance – Appendix B	
	a	Bank Balances	
	b	Paid since last meeting	
	c	Accounts for payments	
	d	Reserves	
	e	To adopt accounts 2022/23	
	f	Internal Audit Report	
	g	To agree and sign the Audit Return governance statement 2022/23	
	h	To agree and sign the Audit Return statement of accounts 2022/23	
	i	Chairman's allowance (budget figure £500)	
18		Grant Applications	
19		Management of the Council's land and property	
	a	Recreation Ground/Hall Garden/Playpark	
	i	General Matters	
	ii	MHS Tree 39 Hollywood Lane	CS
	iii	Play Equipment 35 Hughes Drive	CS
	b	Wainscott Fields Open Space/Playpark	
	c	Wainscott Fields Working Group	
	d	Schooner Walk Open Space/Playpark	
	e	Coomber Green Open Space/Playpark	
	f	Allotments	
	i	General Matters	
	ii	New Allotment Site	
	g	Lower Upnor Green	
	h	Woodlands	
	i	Noticeboards	
	j	Defibrillators	
20		Upnor	
	a	General matters	
	b	River Wain	
	c	Arethusa Site	
21		Frindsbury Extra Memorial Hall	
22		Highways & Transport	
23		Lighting	
24		Rural Liaison Committee	
	a	Representative's report	AM
25		KALC/MAC	
	a	Representatives' report	GM,VR
26		Police Matters	
	a	Police Liaison Committee representative's report	JW
	b	Neighbourhood Watch	OO

- 27 **Communications**
- a Website *EJ*
- b Magazine *GE*
- c Social Media *EJ,VR*
- 28 **Consultation**
- 29 **Correspondence**
- a Memorial Bench Coomber Green
- 30 **Dates of Meetings 2023/24**
- a December Meeting 4th Tuesday is Boxing Day, suggested date Tuesday 19th
- b Annual Parish Meeting 2024
- c Annual Parish Council Meeting 28 May 2024
- All other full Parish Council meetings will be on the fourth Tuesday of every month, except August when no meeting is held.
- 31 Reports and Circulars

SUSPENSION OF MEETING FOR MEDWAY COUNCILLORS' REPORTS

CONFIDENTIAL SECTION

- 32 Resolution to exclude the Press and Public
- 33 Insurance Claims
- 34 Personnel matters
- a Volunteer Policies/Health & Safety
- b Assistant to current Assistant Clerk
- 35 Legal matters
- a Lower Upnor Village Green status

The next meeting will be held on Tuesday 27th June 2023 at 7.30 pm

Roxana M E Brammer

Roxana Brammer
Parish Clerk

12 May 2023