

HOTHFIELD PARISH COUNCIL

A G E N D A

FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON WEDNESDAY 6 MAY AT 7.00 PM VIA VIDEO CONFRENCING

Note - The Meeting is an open meeting and can be attended by any Member of the Public. However please note due to current situation if any members of the public wish to observe and/or ask questions during the public interval, they are required to submit their Name, Address, and Email address along with details about the subject they wish to discuss, to the Parish Clerk in advance of the meeting. A secure link via “Zoom” will then be made available to the applicant

- 1. ELECTION OF CHAIRMAN – Chairman to sign Declaration of Acceptance of Office (Email under separate cover)**
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST**

A member who declares a Declaration of Pecuniary Interest in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, unless a relevant Dispensation has been granted.)

(A member who declares any other significant interest will be able to speak on the item, but will be required to leave the meeting for the vote).

- i) To note the granting of any Requests for Dispensations and the decision
 - ii) Updating of Declarations of Interest
- 4. ELECTION OF VICE CHAIRMAN**
- 5. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL**
(See Annex A) & Any other Committees requested by Councillors
- 6. DELEGATION OF RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL**
(See Annex A)
- 7. PUBLIC INTERVAL**
- 8. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**
- 9. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL**
 - Fixed Asset Register – Hothfield Village Hall
- 10. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS**
Renewal of Insurance for Year 2020/2021- Sent via email
Self Insurance of Parish Council Assets

11. REVIEW OF SUBSCRIPTIONS
KALC

12. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION

14. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

15. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES

16. REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE

17. REVIEW OF COMPLAINTS PROCEDURE

18. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING
(See Annex B)

- Annual Parish Meeting

18. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING
• (See Annex C)

19. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES
Items for discussion only. No decisions can be made under this heading

20. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS

- Correspondence
- PCSO Report
- Muga (Incl Quotation)
- Data Protection
- Parish Council Website Update
- Risk Assessment
- KALC Report
- Hothfield Newsletter
- Solar Funding

21. FINANCE

- Internal Auditors Report
- Completion of Certificate of Exemption
- Review of System of Internal Control
Consideration of the Findings of the Review by Members of the Meeting as a whole
Approval of the Annual Governance Statement by the members meeting as a whole – Section 1
Signature and Dating of the Statement by the person presiding at the meeting and Clerk – 1
Consideration of the Accounting Statements by the members meeting as a whole
- Review of Direct Debits
- Accounts to be paid

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|-----------|--------|---------|
| Caretaker | Salary | TBC |
| Clerk | Salary | £273.86 |

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|----------------------|-----------------------|----------|
| C Stanley | Webmaster Services | £256.88 |
| KALC | Subscription | £346.49 |
| Came & Co | Insurance Renewal | £800.55 |
| Hothfield Newsletter | Newsletter Production | £2000.00 |

- Bank Balance
- Review of Salaries

22. BOROUGH COUNCILLORS REPORT

23. PLANNING

Applications received by the date of this agenda will be shown on the attached Planning Application Record.

(Other applications may be discussed if they are received after the date of publication and councillors do not consider them to be contentious. Please contact the Clerk for further information.)

24. VILLAGE ACTIVITIES

Garden Competition

25. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

Items for discussion only. No decisions can be made under this heading.

20 April 20

HOTHFIELD PARISH COUNCIL

PLANNING APPLICATION RECORD

2020

May 2020

200/00484/AS Unit 4, Paddocks Farm, Bethersden Road, Hothfield,
Ashford, Kent, TN26 1EN
Proposed external lighting and extractor ducting to building approved under
15/01468/AS
Parish Council:
Borough Council:

Decision Notices received from ABC