

BROOK PARISH COUNCIL

Cllr Betty
Cllr Mrs Finn
Cllr Mrs Jessop
Cllr Linin
Cllr Medhurst
Cllr Tomkins

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

Cllr Howard

clerk@brookpc.kentparishes.gov.uk

You are invited to a Meeting of Brook Parish Council held via Zoom, on Tuesday, 4th May 2021 at 5.00pm
To join the meeting: <https://zoom.us/j/91544632374>

Meeting ID: 915 4463 2374

Passcode: 799161

AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2021-22
2. Completion of the Declaration of Acceptance of Office Form by Chairman
3. To receive and approve apologies for absence.
4. To receive declarations of interest (Disclosable Pecuniary Interests 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 18th March 2021
6. To discuss matters arising from the above minutes not covered by the agenda.
7. Public session: To receive questions and comments from the public on any agenda item.
8. Financial matters:
 - a) To approve the following financial documents:
 - i. To consider the findings of the Review of Effectiveness of the System of Internal Controls
 - 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 end of year accounts
 - iv. To receive the report from the Internal Auditor
 - v. To approve the Annual Governance Statement 2020/21, section 1 of the AGAR for the year ending 31 March 21
 - vi. To consider the Accounting Statements 2020/21 and approve the Accounting Statements 2020/21, section 2 of the AGAR for the year ending 31 March 2021 and the supporting Bank Reconciliation as at 31st March 2021 and the explanation of significant variance from 2019-20 to 2020-21. To ensure the Accounting Statements 2020/21 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
9. To review Financial Regulations, Standing Orders, Asset Register and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks
 10. Review of the Council's and/or staff subscriptions to other bodies ie KALC
 11. Review of the Council's complaints procedure;
 12. 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*);
 13. Review of the Council's policy for dealing with the press/media;
 14. Review of the Council's employment policies and procedures;
 15. To consider any changes to the Risk Assessment.
 16. Planning matters: to approve the responses to any recent planning applications.
 17. Any Other Business (for information purposes only):
 18. Date of next meeting –

15th July 2021

16th September 2021

18th November 2021

17th February 2022

21st April 2022

14th October 2021

16th December 2021

17th March 2022

19th May 2022

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.