

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 the Annual Meeting of Brook Parish Council held in Brook Village Hall, on Thursday, 16th May 2019 at 7.00pm

AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2019-2020
2. Completion of the Declarations of Pecuniary Interest and Declaration of Acceptance of Office Form by the 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 18 April 2019.
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 whether the Parish Council will certify itself receive the report from the Internal Auditor
 - ii. To approve the Annual Governance Statement 2018/19 by Resolution
 - iii. To consider and approve the Accounting Statements 2018/19 by resolution and to ensure the Accounting Statements 2018/19 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 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 and data protection legislation (*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. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Thursday 20 June 2019

Thursday 18 July 2019

Thursday 19 September 2019

Thursday 17 October 2019

Thursday 21 November 2019

Thursday 19 December 2019

Thursday 20 February 2020

Thursday 19 March 2020