

BROOK PARISH COUNCIL

Cllr Betts
Cllr Betty
Cllr Mrs Finn
Cllr Mrs Jessop
Cllr Mrs 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 at the Village Hall, on Thursday, 19th May 2022 at 5.00pm

AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2022-23
2. Completion of the Declaration of Acceptance of Office Form by the Chairman.
3. To approve the minutes of the meeting held on 28th April 2022
4. To discuss matters arising from the above minutes not covered by the agenda.
5. Public session: To receive questions and comments from the public on any agenda item.
6. 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 2021/22, section 1 of the AGAR for the year ending 31 March 22
 - vi. To consider the Accounting Statements 2021/22 and approve the Accounting Statements 2021/22, section 2 of the AGAR for the year ending 31 March 2022 and the supporting Bank Reconciliation as at 31st March 2022 and the explanation of significant variance from 2020-21 to 2021-22. To ensure the Accounting Statements 2021/22 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

7. To review Financial Regulations, Standing Orders, Asset Register and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks
8. Review of the Council's and/or staff subscriptions to other bodies ie KALC
9. Review of the Council's complaints procedure;
10. 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*);
11. Review of the Council's policy for dealing with the press/media;
12. Review of the Council's employment policies and procedures;
13. To consider any changes to the Risk Assessment.
14. To receive the planning report.
15. To finalise the Queen's Jubilee Celebrations.
16. To receive the KALC report.
17. To receive any updates on Highways/Environment.
18. To receive a Caretaker Report.
19. Any Other Business (for information purposes only):
20. Date of next meeting –
- 21st July 2022
- 15th September 2022
- 17th November 2022
- 19th January 2023
- 16th March 2023
- 18th May 2023

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.