

APPLEDORE PARISH COUNCIL



Notice of the Annual Meeting of the Parish Council

You are hereby given notice that a Meeting of the Parish Council will be held on
Monday, 14th May 2018 at the Village Hall, commencing 19:30hrs.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder

Dated 9th May 2018

Mary Philo
Clerk to Appledore Parish Council

Agenda

1. **To elect the chairman of the council and to receive the Chairman's declaration of acceptance of office** (Local Government Act 1972,15(1) & (2))
2. **To elect the Vice Chairman**
3. **Formalities**
 - I) Establish Quorum. LGA Act 1972 sch12, 12/28/45
 - II) Apologies and Reasons for Absence. LGA Act 1972 sch12, 12
 - III) Declarations of Interest:
 - a) Members of the council should declare any Disclosable Pecuniary Interest, (DPI), or any other significant interests, (OSI), in any item(s) on this agenda, in accordance with the council's Code of Conduct.
 - b) Requests for dispensations Code of Conduct
4. **Approval of Draft minutes**

To agree the minutes of the meeting held on 9th April 2018 (already circulated to councillors) as a true record. (Available on <http://www.appledorekent.co.uk>) LGA Act 1972 sch12,19.1

At this point the meeting will be adjourned for the public session.
This session is for the public to express a view or ask questions on relevant matters on the agenda. The public are welcome to stay and observe the rest of the meeting but are reminded that they cannot take part. District and County Councillors may also report during the adjournment.
The meeting is reconvened.
5. **Appointment of members to outside organisations.** (Election of member to the Recreation Ground Management Committee takes place in April to comply with its' governance rules)
 - I) **To elect two representatives to attend the Kent Association of Local Councils.** (Elected members will report to the council following attendance of meetings)
 - II) **To elect two representatives to the Village Hall Management Committee.** (Elected members will report to council, as appropriate, following attendance of meetings).
 - III) Other forums, organisations and groups to be decided upon notification of meetings

6. Allocation of council members' responsibilities as leading councillors who report on that area of council work. (Major decisions to be put to the full council for voting).

Highways – Charles Wilkinson and Helen Hennig

Planning -

Community Resilience – Lyndsey Jenkins

Development of council field – Chris Vane, James Perkins and Derek Winter

Transport – Helen Hennig

(Note: Crown Estate Car Park – Charles Wilkinson as an individual)

7. Chairman's Annual Report. –As per the Annual Parish Meeting (Available on <http://www.appledorekent.co.uk>)

8. Finances

I. Annual Financial Report (Responsible Financial Officer) (Available on <http://www.appledorekent.co.uk>)

II. Review the Council's Asset Register (Clerk)

III. To review the council financial and management risk assessment and internal auditor report 2018, and also, **to agree the 'Statement on Internal Control for the Year Ending 31st March 2018'**. Chair to sign.

IV. Having considered the systems of internal control (review already circulated to councillors), **to agree the Annual Governance Statement** (Section 1 of the Annual Return). Chair to sign.

V. Having considered the Accounting Statements (Section 2 of the Annual Return), **to agree the Annual Accounts Return**. Chair to sign.

VI. Receipts

£13,000 Precept (50%)

£375.00 Council Tax Support Grant

£525.00 Concurrent Grant

£0.91 April Bank Interest

£243.39 Solar Panel Fit Payment

£88.92 Donations from the Public Conveniences – grand total donations £1,254.48

VII. Cheques drawn since the last meeting

£117.44 Laser Toilets electricity bill: Payment due since 2016 once corrections made as meter now read.

£42.98 H Hennig: Refund for Refreshments for annual parish meeting

£ 948.33 April Salaries

VIII. Agreement of cheques to be drawn

£5,243.75 Public Works Loan Board: Village Hall grant – standing order

£49.43 KCS: Toilet requisites and box of paper (vat 8.24)

£45.00 Appledore Village Hall: April, May, June Hire

£16.25 J Perkins: Refund for refreshments

£19.96 M Philo: Refund for refreshments annual parish meeting

£36.00 Zurich: Local Councils Advisory Service risk assessment training (vat £6)

£125.00 Local Council Advisory Service: Data Protection Officer Service

£900.00 Sibley Pares (Taylor Riley) Limited: Final balance for 1 the Street valuation (vat £150)

£42.00 Care Signs: sticky notice for dog bins (vat £8.40)

£79.85 M Philo Administration costs: car, room. Company checks £24.00, 5 wallets £2.45.

£265.00 M Cuerden: Internal Audit

£337.87 KALC annual subscription fee (vat £56.31)

Salaries to be paid at the end of the month following receipt of time sheets

11. **Planning** (details on all planning applications can be found on Ashford Borough Website)
Town and Country Planning Acts 1990 sch1/2010
I) Ashford Borough Decisions Advised: None
II) New applications for A.P.C. to consider and vote on: None
12. **To agree to review council policies throughout the year as opposed to at the annual meeting.** Best Practice
13. **To agree the following policies:**
Email Disclaimer
Data Protection Policy
Information Protection Policy
Retention Policy Best Practice
14. Following the working party meeting on the 19th April regarding a possible community centre, **to consider whether a community centre is feasible and if the council should include it on the capital project list.**
15. Highways and byeways
16. **To agree that ordinary public meetings will be held on the 1st Monday of each month at 19.30hrs in Appledore Village Hall for the next 12 months, except for May 2019 which will be 13th May.**
17. **Recreation Ground Committee Report** – Cllr Winter
18. **Village Hall** - Cllr Jenkins
19. **Beacon:** To officially sign the terms of agreement letter between Appledore Parish Council, Appledore History Society and the owners of Horne's Place
20. **Information for councillors** (not for decision at this meeting)
BT Phone Box
Air Ambulance Letter
National pay rise for clerks
21. **Date of next meeting**
4th June 2018 19.30hrs village hall