

Brabourne Parish Council
The Briars, Hastingleigh, Ashford Kent
TN25 5HU
e-mail: clerk@brabournepc.org.uk

Monday 16th May 2022

To all members of Brabourne Parish Council

There will be a meeting of Brabourne Parish Council on Monday, 23rd May 2022 at 7.30pm held at the Brabourne Village Hall and you are summoned to attend.

Agenda

1. To Note Those Present
2. Election of the Chairman and any Vice-Chairman for the Council year 2022-23
3. Completion of the Declaration of Acceptance of Office Form by the Chairman.
4. To receive and approve apologies for absence.
5. 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.
6. To approve the minutes of the meetings held on 21st March 2022
7. To discuss matters arising from previous minutes that are not covered by the agenda
8. To elect representatives for the following:
 - Planning Committee
 - Playing Field Association representative
 - Village Hall representative
 - Village caretaker management committee representative
 - Community Led Plan representative
 - KALC representative
 - Allotments representative
9. To receive report from the Borough Councillor
10. Planning Report:
 - a. To receive the report of the Planning committee
 - b. To receive any outstanding applications and agree a response
11. To review the Terms of Reference for the Planning Committee
12. To review the effectiveness of the system of Internal Controls: Councillors are asked to consider the Statement of Internal control in support of the Annual Governance Statement
13. To approve the Financial Regulations, Standing Orders, Asset Register and Risk Assessment and confirm arrangements for insurance cover in respect of all insured risks.
14. Review of the Council's subscriptions to other bodies ie KALC/CPRE
15. Financial matters:

- a) To approve the following financial documents:
 - i. To receive the end of year accounts
 - ii. To receive the report from the Internal Auditor
 - iii. To approve the Governance Statement 2021/22, section 1 of the AGAR for the year ending 31 March 2022
 - iv. To consider 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, the explanation of significant variance. To ensure that the Accounting Statements 2021/22 are signed and dated by the person presiding at the meeting.
- b) To note the Parish Council's financial position for the beginning of the new Financial Year.
- c) To authorise any payments

- 16. To discuss and agree the replacement of the allotment track surface
- 17. To receive an update on the Newsletter
- 18. Open Session
- 19. Any Other Business (for information purposes only):
- 20. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Monday 25th July 2022

Monday 26th September 2022

Monday 28th November 2022

Monday 23rd January 2023

Monday 27th March 2023

Monday 22nd May 2023

- 21. Resolution to exclude the public
- 22. To review the Clerk's Scale Point



Tracey Block (Clerk to Brabourne Parish Council)