

## **Brabourne Parish Council**

To all members of Brabourne Parish Council

Monday May 15<sup>th</sup> 2023

There will be a meeting of Brabourne Parish Council at the Brabourne and Smeeth Village Hall on Monday, May 22<sup>nd</sup> 2023 at 7.30pm, and you are summoned to attend.

### **Agenda**

1. Election of the Chairman and any Vice-Chairman for the Council year 2023-24.
2. Completion of the Declaration of Acceptance of Office Form and the Declaration of Pecuniary Interest Form by all Councillors.
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 meetings held on 27<sup>th</sup> March 2023
6. To discuss matters arising from previous minutes that are not covered by the agenda
7. Confirmation of eligibility to use the General Power of Competence
8. Appointment and scope of Internal Auditor
9. To confirm the representative to the following posts:
  - Planning Committee (4 members)
  - Playing Field Association representative
  - Village Hall Association representative
  - Village caretaker committee representative
  - KALC representative
  - Community Led Plan representative
  - Young Person's Award Working group (3 volunteers)
  - Allotments representative
10. To receive report from the Borough Councillor
11. Planning matters: to authorise a response to any application(s) and to note any recent planning decisions by Ashford Borough Council or any correspondence on planning matters.
  - 11.1 To receive the Planning Report
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. To review the Terms of Reference for the Caretaker Committee, Planning Committee and the Young Person's Award Working Group.
15. Review of the Council's subscriptions to other bodies ie KALC/CPRE
16. 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 2022/23, section 1 of the AGAR for the year ending 31 March 2023
    - iv. To consider and approve the Accounting Statements 2022/23, section 2 of the AGAR for the year ending 31 March 2023 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2023, the explanation of significant variance. To ensure that the Accounting Statements 2022/23 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 up to 30<sup>th</sup> April 2023.
  - c) To authorise any payments
- 17. Correspondence – relating to The Warren specifically and any other.
  - 18. Local Organisations - Updates
    - Community Led Plan
    - Playing Field Association
    - Village Hall
    - Allotments
  - 19. Village Caretaker Scheme
  - 20. Presentation of the Citizenship Award 2023
  - 21. Open Session
  - 22. Any Other Business (for information purposes only):
  - 23. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

**Monday 24<sup>th</sup> July 2023**

**Monday 25<sup>th</sup> September 2023**

**Monday 27<sup>th</sup> November 2023**

**Monday 22<sup>nd</sup> January 2024**

**Monday 25<sup>th</sup> March 2024**

**Monday 27<sup>th</sup> May 2024**

- 24. Resolution to exclude the public
- 25. Review of the Clerk's Salary



Tracey Block (Clerk to Brabourne Parish Council)