

ELMSTED PARISH COUNCIL

Cllr Argar
Cllr Burge
Cllr Castle
Cllr Francesconi
Cllr Stanley
Vacancy
Vacancy

The Briars
The Street
Hastingleigh
Ashford Kent
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There will be the Annual Meeting of Elmsted Parish Council at Evington Village Hall on Thursday, 11th May 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 meeting held on 9th March 2023.
6. To discuss matters arising from the above minutes not covered by the agenda.
7. Report from District/County Councillors
8. Public session: To receive questions and comments from the public on any agenda item.
9. To confirm eligibility to use the General Power of Competence.
10. Appointment and scope of the Internal Auditor.
11. 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.
12. Financial matters:
 - a) To approve the following financial documents:
 - i. To receive the end of year accounts
 - ii. To confirm that the Council can certify itself as exempt from the "limited assurance review" and complete the Certificate of Exemption
 - iii. To receive the report from the Internal Auditor
 - iv. To approve the Annual Governance Statement 2022/23, section 1 of the AGAR for the year ending 31 March 2023.
 - v. To consider the Accounting Statements 2022/23 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 31st March 2023 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, Chair to initial bank statement.
 - ii. To authorise any payments

13. To review Financial Regulations, Standing Orders, Asset and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks
14. Review of the Council's and/or staff subscriptions to other bodies ie KALC/ACRK
15. Review of the Council's complaints procedure;
16. 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*);
17. Review of the Council's policy for dealing with the press/media;
18. Review of the Council's employment policies and procedures;
19. To consider any changes to the Risk Assessment.
20. Planning matters: to approve the responses to any recent planning applications.
21. Any Other Business (for information purposes only):
22. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Thursday 14 September 2023

Thursday 14 December 2023

Thursday 14 March 2024

Thursday 9 May 2024

23. Date of next meeting – 14th September 2023
24. Resolution to exclude the public
25. To approve a scale point for the Clerk's pay

A handwritten signature in black ink, appearing to be 'T Block', written in a cursive style. The signature is positioned above the printed name and title.

T Block
Clerk to Elmsted 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.