

# ELMSTED PARISH COUNCIL

Cllr Argar  
Cllr Bevan  
Cllr Burge  
Cllr Castle  
Cllr Francesconi  
Cllr Phipps  
Cllr Stanley

The Briars  
The Street  
Hastingleigh  
Ashford Kent  
TN25 5HU  
01233 750415

[clerk@elmstedpc.kentparishes.gov.uk](mailto:clerk@elmstedpc.kentparishes.gov.uk)

Cllr Miss Carey  
Cllr Mrs Hollingsbee

**You are invited to the Annual Meeting of Elmsted Parish Council held in Evington Village Hall, on Thursday, 9<sup>th</sup> May 2019 at 7.30pm**

## AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2019-20
2. Completion of the Declaration of Acceptance of Office Form by all Councillors
3. Completion of Declarations of Pecuniary Interest Forms by all Councillors
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 meeting held on 14<sup>th</sup> March 2019.
7. To discuss matters arising from the above minutes not covered by the agenda.
8. Report from District/County Councillors
9. Public session: To receive questions and comments from the public on any agenda item.
10. 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.
11. 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 2018/19, section 1 of the AGAR for the year ending 31 March 2019.
    - v. To consider the Accounting Statements 2018/19 and approve the Accounting Statements 2018/19, section 2 of the AGAR for the year ending 31 March 2019 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2019 and the explanation of significant variance from 2017-18 to 2018-19. To ensure the Accounting Statements 2018/19 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

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

Thursday 12 September 2019

Thursday 12 December 2019

Thursday 12 March 2020

Thursday 14 May 2020

22. Date of next meeting – 12<sup>th</sup> September 2019

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.