

ELMSTED PARISH COUNCIL

Cllr Argar  
Cllr Bevan  
Cllr Burge  
Cllr Castle  
Cllr Francesconi  
Cllr Phipps  
Cllr Mrs Rountree

The Briars  
The Street  
Hastingleigh  
Ashford Kent  
TN25 5HU  
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Cllr Miss Carey  
Cllr Mrs Hollingsbee

**You are invited to the Annual Meeting of Elmsted Parish Council held in Evington Village Hall, on Thursday, 10<sup>th</sup> May 2018 at 7.30pm**

**AGENDA**

1. Election of the Chairman and any Vice-Chairman for the Council year 2018-2019
2. Completion of the Declaration of Acceptance of Office Form by the Chairman.
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 8<sup>th</sup> March 2018.
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. Financial matters:
  - a) To approve the following financial documents:
    - i. To receive the end of your accounts
    - ii. To agree and complete the Certificate of Exemption
    - iii. To receive the report from the Internal Auditor
    - iv. To approve the Annual Governance Statement 2017/18 by Resolution
    - v. To consider the Accounting Statements 2017/18
    - vi. To approve the Accounting Statements 2017/18 by resolution
    - vii. To ensure the Accounting Statements 2017/18 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
    - ii. To authorise any payments
10. To review Financial Regulations, Standing Orders, Asset and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks
11. To review the effectiveness of the system of Internal Controls
12. Review of the Council's and/or staff subscriptions to other bodies ie KALC/ACRK
13. Review of the Council's complaints procedure;
14. 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*);

15. Review of the Council's policy for dealing with the press/media;
16. Review of the Council's employment policies and procedures;
17. To consider any changes to the Risk Assessment.
18. Planning matters: to approve the responses to any recent planning applications.
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.

Thursday 13 September 2018

Thursday 13 December 2018

Thursday 14 March 2019

Thursday 9 May 2019

21. Date of next meeting – 13<sup>th</sup> September 2018

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.