

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

Cllr Miss Carey
Cllr Mrs Hollingsbee

You are invited to the Annual Meeting of Elmsted Parish Council held virtually, on Wednesday, 5th May 2021 at 5.00pm

To join the meeting : <https://join.skype.com/mHjZPlheEvn2>

AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2020-21
2. Completion of the Declaration of Acceptance of Office 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 11th March 2021.
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 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.
10. 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 2020/21, section 1 of the AGAR for the year ending 31 March 2021.
 - v. To consider the Accounting Statements 2020/21 and approve the Accounting Statements 2020/21, section 2 of the AGAR for the year ending 31 March 2021 and the supporting Bank Reconciliation as at 31st March 2021 and the explanation of significant variance from 2019-20 to 2020-21. To ensure the Accounting Statements 2020/21 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
 - iii. To consider what the additional funds may be spent on.

11. To review Financial Regulations, Standing Orders, Asset and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks
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 9 September 2021

Thursday 9 December 2021

Thursday 10 March 2022

Thursday 12 May 2022

21. Date of next meeting – 9th September 2021

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.