

# **HOTHFIELD PARISH COUNCIL**

## **A G E N D A**

**FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON  
WEDNESDAY 15 MAY 2019, AT THE BLUEBELL CENTRE, HOTHFIELD FOLLOWING THE  
ANNUAL PARISH MEETING**

- 1. ELECTION OF CHAIRMAN – Chairman to sign Declaration of Acceptance of Office**
- 2. EMPLOYMENT OF LOCUM CLERK**
- 3. APOLOGIES FOR ABSENCE**
- 4. DECLARATIONS OF INTEREST**

A member who declares a Declaration of Pecuniary Interest in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, unless a relevant Dispensation has been granted.)

(A member who declares an Other Significant Interest will be able to speak on the item, but will be required to leave the meeting for the vote).

- i) To note the granting of any Requests for Dispensations and the decision
- ii) Updating of Declarations of Interest

- 5. ELECTION OF VICE CHAIRMAN**
- 6. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE CONTINUING TERM OF THE COUNCIL**  
Finance and Policy Advisory Committee  
Village Hall Committee  
KALC  
Parish Forum  
Police Committees  
Disciplinary and Grievance Committee  
Appeals Committee  
Councillors to serve on reciprocal Complaints Committee for Little Chart Parish Council if required  
Any other Committees requested by Councillors
- 7. DELEGATION OF RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL**  
Annual Review of all Parish Council Paperwork - August  
Six Monthly Review of Fixed Assets – September and March  
Six Monthly Risk and Financial Risk Assessment – August and March  
Internal Parish Council Audit  
Councillors Responsible for Finance  
Annual Review of Insurance Arrangements – On Receipt of Policy  
Weekly Safety Check – MUGA and Youth Shelter  
Annual Inspection of MUGA and Youth Shelter  
Councillors responsible for Website and Publicity  
Councillors responsible for assisting with Transparency and Data Protection  
Councillors responsible for accuracy of Council Policies  
Councillor with responsibility for Post and Emails  
Councillor with responsibility for Returning Questionnaires  
Councillor responsible for Submitting Report to Kentish Express  
Any other Responsibilities put forward at meeting

- 8. PUBLIC INTERVAL**
- 9. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**
- 10. REVIEW OF LAND AND ASSETS BELONGING TO THE COUNCIL**
- 11. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS**  
Renewal of Insurance for Year 2019/2020  
Self Insurance of Parish Council Assets
- 12. REVIEW OF SUBSCRIPTIONS**
- 13. REVIEW OF COMPLAINTS PROCEDURE**
- 14. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**
- 15. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
- 16. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES**
- 17. RESOLUTION TO ADOPT THE POWER OF GENERAL COMPETENCE AND REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER THE POWER OF GENERAL COMPETENCE**
- 18. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**
- 19. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**
- 20. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**  
Items for discussion only. No decisions can be made under this heading
- 21. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**  
Correspondence  
Arrangements for dealing with Parish Council Post and Emails  
Chairman's Update  
MUGA and Youth Shelter  
Website  
Risk Assessment  
Storage of Parish Council Documents  
Retention and Storage of Post and Emails  
IT Security  
Compliance with Transparency Code  
Compliance with Data Protection Legislation  
Storage of Computer Records  
Social Media Policy  
Terms of Reference for Finance and Policy Committee  
Container on MUGA  
Update on employment of Parish Clerk  
Speed Signs

**22. FINANCE**

Internal Auditors Report

Review of Effectiveness of Internal Auditor

Completion of Certificate of Exemption

Review of System of Internal Control

Consideration of the Findings of the Review by Members of the Meeting as a whole

Approval of the Annual Governance Statement by the members meeting as a whole – Section 1

Signature and Dating of the Statement by the person presiding at the meeting and Clerk – Section 1

Consideration of the Accounting Statements by the members meeting as a whole

Approval of the Accounting Statements by the members meeting as a whole – Section 2

Signature and Dating of the Accounting Statements by the person presiding at the meeting – Section 2

Review of Direct Debits

Accounts to be paid

Bank Balance

Review of Salaries

**23. BOROUGH COUNCILLORS REPORT**

**24. PLANNING**

Applications received by the date of this agenda will be shown on the attached

Planning Application Record.

Other applications may be discussed if they are received after the date of publication and councillors do not consider them to be contentious. Please contact the Clerk for further information.

Storage of Planning Applications

**25. VILLAGE ACTIVITIES**

Village Fete

**26. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

Items for discussion only. No decisions can be made under this heading.



Clerk

7 May 2019