

Orlestone Parish Council

Notice is hereby given of the Annual General Meeting of Orlestone Parish Council to be held on **Tuesday 7th May 2019** at 7.30pm in the Hamstreet Sports Pavilion to conduct the business set out in the agenda below.

Sue Stiffell (Parish Clerk)

Tel: 01233628481

29th April 2019

Prior the commencement of the AGM those who put their names forward to be a Parish Councillor will complete a Declaration of Acceptance of Office & Disclosable Pecuniary Interest Forms provided by Ashford Borough Council

AGENDA

1. Election of Chairman For The Ensuing Year
 2. Election of Vice-Chairman For The Ensuing Year
 3. To Receive and Approve the:
 - i) Inventory and Asset Register of Council Property
 - ii) Risk Management Analysis
 - iii) Standing Orders
 - iv) Internal Financial Controls and Procedures
 - v) Freedom of Information Act – Policy
 - vi) Retention & Disposal of Documents Policy
 - vii) Data Protection Policy
 - viii) Safe Guarding Policy
 - ix) Complaints Procedure Policy
 - x) Orlestone Parish Council's Social Media Policy
 4. To Appoint Members (including Chairman & Vice-Chairman) for Orlestone Parish Council's Planning Committee.
 5. Appointment of Representatives onto Outside Bodies
 6. Allocation of Councillors' Responsibilities including: Website/Facebook; Highways; Twinning; Johnsons Corner
 7. To Fix Date & Times of Parish Council Meetings for the Ensuing Year
 8. Finance: Agree/Set Annual Budget; Review/Agree Annual Grants, Authorisation of Cheques. Internal Auditor's Report, Review End of Year Accounts and Annual Governance Statement
 9. Declarations of Interest
 10. Apologies Received
- BREAK:** A short interval will be held to allow for questions/queries from members of the public present
10. Minutes of the Last Meeting: Annual Assembly 26th March 2019 & Parish Council 4th March 2019
 11. Reports from: KCC Councillor Mike Angell, Borough Councillors, PCSO, Community Warden and Parish Councillors.
 12. Correspondence Received
 13. Planning: Including Discussion on S106 Payments For Proposed Developments
 14. Items For Agenda For Next Meeting: *Items for discussion only; no decisions can be made under this agenda item*
 15. Date of Next Meeting: Planning Meeting: Monday 20th May 2019
Parish Council Meeting: Monday 3rd June 2019 at 7.30pm *to be confirmed at meeting*