

Orlestone Parish Council

Notice is hereby given of the Annual General Meeting of Orlestone Parish Council to be held on **Monday 9th May 2022** in Hamstreet Sports Pavilion, The Street, TN26 2JH to conduct the business set out in the agenda below.

S Stiffell

Sue Stiffell (Parish Clerk)

Tel: 01233628481

2nd May 2022

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; Forge Gardens, Finance, Allotments.
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; Review End of Year Accounts
9. Declarations of Interest
10. Apologies Received

BREAK: questions/queries from members of the public present

11. Minutes From The Meetings Held: Parish Council Full Meeting 7th March 2022; Jubilee Working Committee Meetings 21st March & 3rd May 2022; to be Authorised as Being Correct Records
12. Matters Arising From The Meetings Held noted in agenda item 11 & Review of Annual Assembly Held 11th April 2022
13. Reports from: KCC Councillor David Robey, Borough Councillors, PCSO and Parish Councillors.
14. Correspondence Received & Planning: Update & Review
15. Review Queen's Platinum Jubilee Event: Points of Action
16. Items For Agenda For Next Meeting: *Items for discussion only; no decisions can be made under this agenda item*
17. Date of Next Meeting: Parish Council Meeting: Monday 13th June 2022 at 7pm *to be confirmed at meeting*.
Planning Meeting to be held if necessary & date to be confirmed five days prior.