

Orlestone Parish Council

Notice is hereby given of the Annual General Meeting of Orlestone Parish Council to be held on **WEDNESDAY 17TH MAY 2023 at 7pm** 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

10th May 2023

Following the election for Parish Councillors on 4th May (uncontested), Newly Elected Parish Councillors will complete a Declaration of Acceptance of Office & Disclosable Pecuniary Interest Forms provided by Ashford Borough Council prior the start of the meeting.

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, Internal Auditor's Report, Authorisation of Cheques; Review End of Year Accounts
9. Apologies & Declarations of Interest

BREAK: questions/queries from members of the public present

10. Approval of Minutes From The Meeting Held: 6th March & Notes From the Annual Assembly Held on 3rd April 2023
11. Matters Arising From The Meetings Held noted in agenda item 10.
12. Reports from: KCC Councillor David Robey, Borough Councillors, PCSO and Parish Councillors.
13. Correspondence Received & Planning: Update & Review
14. Update: Possible Land Purchase
15. Items For Agenda For Next Meeting: *Items for discussion only; no decisions can be made under this agenda item*
16. Date of Next Meeting: Parish Council Meeting: Monday 5th June 2023 at 7pm *to be confirmed at meeting.*
Planning Meeting to be held if necessary on Monday 19th June 2023