

# Orlestone Parish Council

Notice is hereby given of the Annual General Meeting of Orlestone Parish Council to be held on **MONDAY 12<sup>TH</sup> MAY 2025 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

4<sup>th</sup> May 2025

## **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
4. Review Parish Council's Insurance Policy
5. To Appoint Members (including Chairman & Vice-Chairman) To Orlestone Parish Council's Planning Committee.
6. Appointment of Representatives onto Outside Bodies
7. Allocation of Councillors' Responsibilities including: Website/Facebook; Highways; Forge Gardens, Finance, Allotments.
8. To Fix Date & Times of Parish Council Meetings for the Ensuing Year
9. Finance: Discuss/Agree Annual Return & End of Year Accounts, Review Internal Auditor Report, Review Annual Budget; Review Parish Councillor Allowances, Review Parish Clerk's Salary, Review Grant Applications Received, Authorisation of Cheques
10. Apologies & Declarations of Interest

**BREAK:** questions/queries from members of the public present

11. Approval of Minutes From Meeting Held 3<sup>rd</sup> March 2025 & Notes From the Annual Assembly Held on 7<sup>th</sup> April 2025
12. Matters Arising From The Meeting Held on 3<sup>rd</sup> March 2025 & Annual Assembly Held on 7<sup>th</sup> April 2025
13. Reports from: KCC Councillor, Borough Councillors, PCSO, HDSLAs and Parish Councillors.
14. Correspondence & Planning: Update & Review
15. Update: Friends of St Mary's Church & 106 Funding
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 2<sup>nd</sup> June 2025 at 7pm *to be confirmed at meeting.*