

Biddenden Parish Council

Agenda for the Statutory Annual Meeting to be held at 7.30 pm in the Old Village Hall on Wednesday 8 May 2019

1. Election of the Chairman for 2019/20
2. Apologies for absence
3. Election of the Vice Chairman for 2019/20
4. Any declarations of interest in items on the Agenda
5. Any alterations to Disclosure of Pecuniary Interests
6. Approval of the unapproved minutes of the meeting held on 2 April 2019
7. Any matters for information not on the agenda
8. Report by Borough Councillor
9. Parishioners Questions
10. Review of delegation arrangements to committees, Groups, employees and other local authorities
11. Review of the terms of references for committees
12. Receipt of nominations to existing committees and groups and other Council nominated positions
13. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them
14. Review and adoption of standing orders and financial regulations
15. Review of Code of Conduct
16. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities
17. Review of representation on or work with external bodies and arrangements for reporting back
18. Review of inventory of land and assets including buildings and office equipment
19. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
20. Review of the Council's and/or employee's memberships of other bodies
21. Reviewing the Council's complaints procedure
22. Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

23. Reviewing the Council's Internal Review Procedure
24. Reviewing the Council's policy for dealing with the press/media.
25. Reviewing the Council's Habitual or Vexatious Complainant Policy
26. Reviewing the Council's Records Management Policy
27. Reviewing the Council's Data Protection Policy
28. Reviewing the Council's Working Groups Policy
29. Reviewing the Council's Health & Safety Policy
30. Reviewing the Council's Staff and General Privacy Policies
31. Reviewing the Council's CCTV Policy
32. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.
33. Traffic Issues
34. Risk Assessment – Vermin Control

35. Reports from Group Chairmen (if necessary): PO, Car park and toilets; Millennium Field and Jubilee Meadow; Traffic, Pedestrians and Footpaths; Gordon Jones Field and Play Area; Police Liaison; KALC; Tenterden Forum; Community Project Fund; Allotments; Village Hall Management Committee; Health and Safety; Working Group Reports; John Mayne School

36. Finance
 - a) Payment of cheques
 - b) Note accounts to 30 April 2018
 - c) Annual Return
37. Planning – to note decisions and any plans tabled
38. Correspondence
39. Items for future consideration
40. Staffing – To be taken in closed session
41. Next meeting: **Parish Council Meeting**, Tuesday 4 June 2019 at 7.30 pm in the Village Hall

All Welcome

Alison Swannick 07783 223450
Parish Clerk