

## **Biddenden Parish Council**

### **Agenda for the Statutory Annual Meeting to be held at 7.30 pm on Tuesday 4 May 2021 using MS Teams All welcome**

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1. Election of the Chairman for 2021/22
2. Apologies for absence
3. Election of the Vice Chairman for 2021/22
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 6 April 2021
7. Report by Borough Councillor
8. Parishioners Questions
9. Any matters for information not on the agenda
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 Policy for grants under S137
29. Reviewing the Council's Working Groups Policy
30. Reviewing the Council's Health & Safety Policy
31. Reviewing the Council's Staff and General Privacy Policies
32. Reviewing the Council's CCTV Policy
33. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.
34. Traffic Issues
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 2021
  - c) Annual Return
37. Planning – to note decisions and any plans tabled
38. Correspondence
39. Items for future consideration
40. Next meeting: **Parish Council Meeting**, Tuesday 1 June 2021 at 7.30 pm. Please note that this meeting may be virtual in line with the Government Road Map.

***All Welcome***

Alison Swannick 07783 223450  
Parish Clerk