

# HASTINGLEIGH PARISH COUNCIL

Cllr Mrs Boxall  
Cllr Mrs Day  
Cllr Mrs Helmer  
Cllr Miss Hill  
Cllr Jakeman

The Briars  
The Street  
Hastingleigh  
Ashford, Kent  
TN25 5HU  
01233 750415

Cllr Howard

clerk.hastingleighpc@gmail.com

You are invited to the Meeting of Hastingleigh Parish Council in Evington Hall, on Tuesday 10<sup>th</sup> May 2022 at 7.30pm

## AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2022-23.
2. Completion of the Declaration of Acceptance of Office Form.
3. To receive and approve apologies for absence.
4. To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared.
5. To approve the minutes of the meeting held on 12<sup>th</sup> April 2022.
6. To discuss matters arising from the above minutes not covered by the agenda.
7. Public session: To receive questions and comments from the public on any agenda item.
8. Financial matters:
  - a) To approve the following financial documents:
    - i. To complete the certificate of exemption on the Annual Governance and Accountability Return - To be completed only by smaller authorities where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review
    - ii. To receive the end of year accounts
    - iii. To receive the report from the Internal Auditor
    - iv. To approve the Annual Governance Statement 2021/22, section 1 of the AGAR for the year ending 31 March 22
    - v. To consider the Accounting Statements 2021/22 and approve the Accounting Statements 2021/22, section 2 of the AGAR for the year ending 31 March 2022 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2022 and the explanation of significant variance from 2020-21 to 2021-22. To ensure the Accounting Statements 2021/22 are signed and dated by the person presiding at the meeting
  - b) To note/authorise the following:
    - i. To note the Parish Council's financial position.
    - ii. To authorise any payments
9. To review Standing Orders, Asset Register and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks
10. Review of the Council's and/or staff subscriptions to other bodies ie KALC
11. Review of the Council's complaints procedure;
12. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information (*see also standing orders 11, 20 and 21*);

13. Review of the Council's policy for dealing with the press/media;
14. Review of the Council's employment policies and procedures;
15. To consider any changes to the Risk Assessment.
16. Planning matters: to authorise a response to any application(s) and to note any recent planning decisions by Ashford Borough Council or any correspondence on planning matters.
17. Any Other Business (for information purposes only):
18. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Tuesday 14 June 2022

Tuesday 11 October 2022

Tuesday 14 February 2022

Tuesday 11 April 2022

Tuesday 13 September 2022

Tuesday 8 November 2022

Tuesday 14 March 2022

Tuesday 9 May 2022

19. Resolution to exclude the public
20. To agree the Les Johnson Community Award

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Clerk to Hastingleigh Parish Council

Members of the public and press are welcome to attend and will be given an opportunity to speak on any matter on the agenda.