

HASTINGLEIGH PARISH COUNCIL

Cllr Mrs Boxall
Cllr Mrs Day
Cllr Gardener
Cllr Mrs Helmer
Cllr Johnson

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

Cllr Howard

clerk@hastingleighpc.kentparishes.gov.uk

You are invited to the Meeting of Hastingleigh Parish Council held via Skype, on Tuesday 12th May 2020 at 2.30pm

AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2020-21
2. Completion of the Declaration of Acceptance of Office Form by Chairman
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 21st April 2020
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 consider the findings of the Review of Effectiveness of the System of Internal Controls
 - ii. 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
 - iii. To receive the end of year accounts
 - iv. To receive the report from the Internal Auditor
 - v. To approve the Annual Governance Statement 2019/20, section 1 of the AGAR for the year ending 31 March 20
 - vi. To consider the Accounting Statements 2019/20 and approve the Accounting Statements 2019/20, section 2 of the AGAR for the year ending 31 March 2020 and the supporting Bank Reconciliation as at 31st March 2020 and the explanation of significant variance from 2018-19 to 2019-20. To ensure the Accounting Statements 2019/20 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, Chair to initial bank statement.
 - ii. To authorise any payments
9. To review Financial Regulations, 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 and data protection legislation (*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 approve the responses to any recent planning applications.
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 9 June 2020

Tuesday 8 September 2020

Tuesday 6 October 2020

Tuesday 10 November 2020

Tuesday 9 February 2021

Tuesday 9 March 2021

Tuesday 12 April 2021

Thursday 14 May 2020

19. Date of next meeting – 9th June 2020

T Block
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.

To join this virtual meeting, please email the clerk on clerk@hastingleighpc.kentparishes.gov.uk so that you can join via Skype.