

BROOKLAND PARISH COUNCIL

A G E N D A

FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON TUESDAY 14th MAY 2024, AT THE VILLAGE HALL, BROOKLAND FOLLOWING THE ANNUAL PARISH MEETING

1. ELECTION OF CHAIRMAN

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

A member who declares a Declaration of Pecuniary Interest in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part unless a relevant Dispensation has been granted.)

(A member who declares an Other Significant Interest will be able to speak on the item but will be required to leave the meeting for the vote).

i) To note the granting of any Requests for Dispensations and the decision

ii) Updating of Declarations of Interest

4. ELECTION OF VICE CHAIRMAN

**5. ELECTION OF OFFICERS TO COMMITTEES AND OUTSIDE BODIES FOR THE
CONTINUING TERM OF THE COUNCIL**

Village Hall Committee

KALC

Parish Forum

Marsh Forum

Disciplinary and Grievance Committee

Appeals Committee

Councillors to serve on reciprocal Complaints Committee for Brenzett Parish Council if required

Any other Committees requested by Councillors

8. DELEGATION OF RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL

Annual Review of all Parish Council Paperwork

Annual Review of Fixed Assets – September and March

Annual Risk and Financial Risk Assessment – August and March

Internal Parish Council Audit

Councillors Responsible for Finance

Annual Review of Insurance Arrangements – On Receipt of Policy

Councillors responsible for Website and Publicity

Councillors responsible for assisting with Transparency and Data Protection

Councillors responsible for accuracy of Council Policies

Councillor with responsibility for Post and Emails

Councillor with responsibility for Returning Questionnaires

Any other Responsibilities put forward at meeting

- 9. PUBLIC INTERVAL**
- 10. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**
- 12. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS**
Renewal of Insurance for Year 2024/2025
Self-Insurance of Parish Council Assets
- 13. REVIEW OF SUBSCRIPTIONS**
- 14. REVIEW OF COMPLAINTS PROCEDURE**
- 15. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**
- 16. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
- 17. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES**
- 18. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**
- 19. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**
- 20. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**
- 21. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**
Correspondence – Village Hall Support, The Harrier Support
Chairman's Update
- 22. FINANCE**
Consideration of the External Audit Report for 22-23
Consideration of the Internal Auditors Report 23-24
Review of Effectiveness of Internal Auditor
Review of System of Internal Control
Consideration of the Findings of the Review by Members of the Meeting as a whole
Completion of Certificate of Exemption
Approval of the Annual Governance Statement by the members meeting as a whole – Section 1
Signature and Dating of the Statement by the person presiding at the meeting and Clerk – Section 1
Consideration of the Accounting Statements by the members meeting as a whole
Approval of the Accounting Statements by the members meeting as a whole – Section 2
Signature and Dating of the Accounting Statements by the person presiding at the meeting – Section 2
Review of Direct Debits
Accounts to be paid & Bank Reconciliation

23. DISTRICT COUNCILLORS REPORT

24. PLANNING

Applications received by the date of this agenda will be shown on the attached

25. ITEMS FOR FUTURE AGENDA

Items for discussion only. No decisions can be made under this heading.

Grants for Village Broadband

Youth Club

Play Area

Emergency Plan

Adrian Lawson

Clerk to Brookland Parish Council

7th May 2024