

# **BROOKLAND PARISH COUNCIL**

## **A G E N D A**

### **FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON 21st MAY 2025 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. APPOINTMENT OF NEW CLERK**

Member to confirm appointment of new clerk from 1<sup>st</sup> June 2025

**5. ELECTION OF VICE CHAIRMAN & COPTION OF NEW COUNCILLOR**

Members to elect vice chair and discuss co-option of new councillor

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

Village Hall Committee

KALC

Marsh Forum

Disciplinary and Grievance Committee

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

Any other Committees requested by Councillors

**7. DELEGATION OF RESPONSIBILITIES FOR THE CONTINUING TERM OF THE COUNCIL**

Annual Review of all Parish Council Paperwork

Annual Review of Fixed Assets

Annual Risk and Financial Risk Assessment

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

- 8. PUBLIC INTERVAL**
- 9. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS**
- 10. CONFIRMATION OF INSURANCE ARRANGEMENTS IN RESPECT OF ALL INSURABLE RISKS**  
Renewal of Insurance for Year 2025/2026  
Self-Insurance of Parish Council Assets
- 11. REVIEW OF SUBSCRIPTIONS**
- 12. REVIEW OF COMPLAINTS PROCEDURE**
- 13. REVIEW OF THE COUNCIL'S POLICIES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**
- 14. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA**
- 15. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES/PROCEDURES**
- 16. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL GENERAL MEETING**
- 17. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**
- 18. MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**
- 19. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**  
VE Day review
- 20. FINANCE**  
Consideration of the Internal Auditors Report 24-5  
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  
Consider outsourcing of payroll services

**21. DISTRICT COUNCILLORS REPORT**

**22. PLANNING**

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

**23. ITEMS FOR FUTURE AGENDA**

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

*Adrian Lawson*

Clerk to Brookland Parish Council

7<sup>th</sup> May 2025