

HASTINGLEIGH PARISH COUNCIL

Cllr Mrs Boxall
Cllr Mrs Day
Cllr Mrs Helmer

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 Zoom, on Tuesday 4th May 2021 at 7.30pm

Meeting ID: 872 286 0605

Passcode: BR8JzH

AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2021-22
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 9th March 2021
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 2020/21, section 1 of the AGAR for the year ending 31 March 21
 - vi. To consider the Accounting Statements 2020/21 and approve the Accounting Statements 2019/20, section 2 of the AGAR for the year ending 31 March 2021 and the supporting Bank Reconciliation as at 31st March 2021 and the explanation of significant variance from 2019-20 to 2020-21. To ensure the Accounting Statements 2020/21 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. To Review any updates regarding the football field tree work/pond area.
17. Planning matters: to approve the responses to any recent planning applications.
18. Any Other Business (for information purposes only):
19. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Tuesday 14 September 2021

Tuesday 12 October 2021

Tuesday 9 November 2021

Tuesday 8 February 2022

Tuesday 8 March 2022

Tuesday 12 April 2022

Thursday 10 May 2022

20. Date of next meeting – 14th September 2021

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@gmail.com so that you can join via Zoom.