

# HASTINGLEIGH PARISH COUNCIL

Cllr Day  
Cllr Dryland  
Cllr Helmer  
Cllr Hill  
Cllr Jakeman

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

The Meeting of Hastingleigh Parish Council will be held at Evington Hall on Tuesday 14<sup>th</sup> May 2024 at 7.30pm, and you are summoned to attend.

## AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2024-25
2. Completion of the Declaration of Acceptance of Office Form by the 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 12<sup>th</sup> March 2024.
6. To discuss matters arising from the above minutes not covered by the agenda.
7. Report from District/County Councillors.
8. To discuss the Code of Conduct as requested by Terry Mortimer
9. Public session: To receive questions and comments from the public on any agenda item.
10. To confirm eligibility to use the General Power of Competence.
11. Appointment and scope of the Internal Auditor.
12. To review the effectiveness of the system of Internal Controls: Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance Statement.
13. Financial matters:
  - a) To approve the following financial documents:
    - i. To receive the end of year accounts
    - ii. To confirm that the Council can certify itself as exempt from the "limited assurance review" and #complete the Certificate of Exemption
    - iii. To receive the report from the Internal Auditor
    - iv. To approve the Annual Governance Statement 2023/24, section 1 of the AGAR for the year ending 31 March 2024.
    - v. To consider the Accounting Statements 2023/24 and approve the Accounting Statements 2023/24, section 2 of the AGAR for the year ending 31 March 2024 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2024 and the explanation of significant variance from 2022-23 to 2023-24. To ensure the Accounting Statements 2023/24 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

14. To agree payment to the Joint Asset Management Group, £700.00. Elmsted PC to pay £1400 as a one-off payment this year to cover historical expenditure, going forward it is anticipated, Emsted PC will pay circa £900.00 per annum, Hastingleigh PC paying the insurance and rent independently so their contribution is £700.00 per annum.  
Expected Joint Asset Management expenditure is £1440.00.
15. To agree and adopt the Joint Asset Management Open Space Policy
16. To review Financial Regulations, Standing Orders, Asset and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks
17. Review of the Council's and/or staff subscriptions to other bodies ie KALC/ACRK
18. Review of the Council's complaints procedure;
19. 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*);
20. Review of the Council's policy for dealing with the press/media;
21. Review of the Council's employment policies and procedures;
22. To consider any changes to the Risk Assessment.
23. Planning matters: to approve the responses to any recent planning applications.
24. Any Other Business (for information purposes only):
25. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Tuesday 9 <sup>th</sup> July 2024	Tuesday 10 <sup>th</sup> September 2024
Tuesday 12 <sup>th</sup> November 2024	Tuesday 14 <sup>th</sup> January 2025
Tuesday 11 <sup>th</sup> March 2025	Tuesday 13 <sup>th</sup> May 2025
26. Date of next meeting – 9<sup>th</sup> July 2024
27. Resolution to exclude the public
28. To agree the Les Johnson Community Award 2024 Recipient

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



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