Orlestone Parish Council

Notice is hereby given of the Annual General Meeting of Orlestone Parish Council to be held on **MONDAY 13TH MAY 2024 at 7pm** in Hamstreet Sports Pavilion, The Street, TN26 2JH to conduct the business set out in the agenda below.

S Stiffell

Sue Stiffell (Parish Clerk)
Tel: 01233628481
6th May 2024

AGENDA

1. Election of Chairman For The Ensuing Year
2. Election of Vice-Chairman For The Ensuing Year
3. To Receive and Approve the:
   - i) Inventory and Asset Register of Council Property
   - ii) Risk Management Analysis
   - iii) Standing Orders
   - iv) Internal Financial Controls and Procedures
   - v) Freedom of Information Act – Policy
   - vi) Retention & Disposal of Documents Policy
   - vii) Data Protection Policy
   - viii) Safe Guarding Policy
   - ix) Complaints Procedure Policy
   - x) Orlestone Parish Council's Social Media Policy
4. To Appoint Members (including Chairman & Vice-Chairman) To Orlestone Parish Council's Planning Committee.
5. Appointment of Representatives onto Outside Bodies
6. Allocation of Councillors' Responsibilities including: Website/Facebook; Highways; Forge Gardens, Finance, Allotments.
7. To Fix Date & Times of Parish Council Meetings for the Ensuing Year
8. Finance: Discuss/Agree Annual Return & End of Year Accounts, Review Internal Auditor Report, Review Annual Budget; Review Grant Applications Received Since the Last Meeting, Review Parish Councillor Allowances, Review Parish Clerk's Salary, Authorisation of Cheques
9. Apologies & Declarations of Interest

BREAK: questions/queries from members of the public present

10. Approval of Minutes From Meeting Held 4th March 2024 & Notes From the Annual Assembly Held on 15th April 2024
11. Matters Arising From The Meeting Held on 4th March 2024 & Annual Assembly
12. Reports from: KCC Councillor David Robey, Borough Councillors, PCSO and Parish Councillors.
13. Correspondence Received & Planning: Update & Review
14. Update Regarding Land Purchase
15. Items For Agenda For Next Meeting: *Items for discussion only; no decisions can be made under this agenda item*
16. Date of Next Meeting: Parish Council Meeting: Monday 3rd June 2024 at 7pm *to be confirmed at meeting.*
    Planning Meeting to be held, if necessary, on Monday 17th June 2024