



AYLESFORD PARISH COUNCIL

To All Members

**You are hereby summoned to attend the
ANNUAL MEETING OF
AYLESFORD PARISH COUNCIL**

**To be held at The Capel Morris Centre
Hall Road, Aylesford, on
Tuesday 17 May 2022 – 7.30pm**

when the following business is proposed to be transacted

- 1. Election of Chairman of the Council and Declaration of Acceptance of Office**
- 2. Apologies for absence**
- 3. Declarations of Interest additional to those contained in the Register of Members' Interests**
- 4. Election of Vice-Chairman of Council**
- 5. To confirm as a correct record the Minutes of the Council Meeting held on 15 March 2022 - Attached**
- 6. Matters Arising from the previous minutes (including those which required Members' action)**
- 7. Chairman's Announcements**
- 8. Adjournment of the meeting to allow for public participation (Pursuant to Standing Order 3 e & g Members of the public may make representation, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A member of the public shall not speak for more than the time set in the Standing Orders).**
- 9. To approve the Terms of Reference of Committees and Sub Committees – Attached**
- 10. To review and approve the Standing Orders - Attached**
- 11. To review and approve the Annual Risk Assessment – To be tabled**
- 12. To review the Asset Register – Attached**
- 13. To review S101 Delegation of Powers and Terms of Reference – Attached**
- 14. To review and adopt the Kent Code of Conduct for Members – Attached**
- 15. To review and adopt the Code of Practice for Handling Complaints - Attached**
- 16. To review and adopt the Information and Data Protection Policy – Attached**

17. To review and adopt the Freedom of Information Guide – Attached

18. To Approve the Annual Return for 2021-22

1. Section 1, Annual Governance Statement 2021-22 – to be tabled
2. Section 2, Accounting Statements 2021-22 – to be tabled

19. Appointments to Committees and Sub Committees

20. To appoint representatives to Outside Bodies

Aylesford Village Community Centre Committee
Blue Bell Hill Village Hall Committee
Tunbury Hall Committee
Kent Association of Local Councils
Tonbridge & Malling Parish Partnership Panel
United Charities of Burham
Rochester Airport Consultative Committee

21. Casual Vacancies

There are currently no vacancies

22. To receive the report of the County Councillor

23. To receive the reports of the Borough Councillors

Councillor Keers Report attached

24. Committee Reports/Minutes: to consider and adopt; to deal with any matters arising

Policy and Resources – 5 April and 3 May 2022- Attached

Environmental Services – 22 March and 26 April 2022 – Attached

Planning – 15 and 22 March, 5 and 26 April and 3 May 2022 – Attached

25. Accounts for Payment

Payment Schedule – to be tabled

26. Request from Aylesford Football Club to use Forstal Recreation Ground for two days in June

27. To consider any other items of correspondence

**Melanie Randall
Clerk & Responsible Financial Officer**

Date: 11 May 2022