



AYLESFORD PARISH COUNCIL

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

To be held at Aylesford Football Club Pavilion, Aylesford, on
Thursday 11 May 2023 – 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 the Council
5. To confirm as a correct record the Minutes of the Council Meeting held on 14 March 2023 - 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 review and approve the Standing Orders - Attached
10. To review and approve the Annual Risk Assessment – Attached
11. To review and approve the Financial Regulations – Attached
12. To Review and approve the Financial Risk Assessment – Attached
13. To review and approve the S101 Delegation of Powers – Attached
14. To review and approve the Terms of Reference of Committees and Sub Committees – Attached
15. To review and adopt the Kent Code of Conduct for Members – Attached
16. To review the Asset Register – Attached

17. **To review the Grant Award Policy – Attached**
18. **To review and adopt the Information and Data Protection Policy – Attached**
19. **To review the document retention period – Attached**
20. **To review and adopt the Privacy Notice – Attached**
21. **To review and adopt the Freedom of Information Guide to Information – Attached**
22. **To review and adopt the Code of Practice for Handling Complaints - Attached**
23. **To review and adopt the Policy for Habitual or Vexatious Complaints – Attached**
24. **To review and adopt the Equal Opportunities Policy – Attached**
25. **To review and adopt the Dignity at Work and harassment Policy – Attached**
26. **To review the Disciplinary Procedure – Attached**
27. **To review the Grievance Procedure – Attached**
28. **To review the Disciplinary and Grievance Arrangements – Attached**
29. **Appointments to Committees and Sub Committees – to be tabled**
30. **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

31. Casual Vacancies

There are currently two vacancies.

One – Aylesford North

One - Walderslade

32. To receive the report of the County Councillor

33. To receive the reports of the Borough Councillors

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

Policy and Resources – 4 April and 2 May 2023- Attached

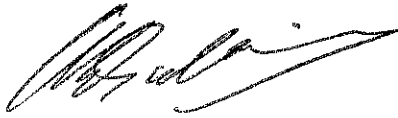
Environmental Services – 21 March and 18 April 2023 – Attached

Planning – 21 March, 4 and 18 April and 2 May 2023 – Attached

35. Accounts for Payment

Payment Schedule – attached.

36. To consider any other items of correspondence

A handwritten signature in black ink, appearing to read 'Allan Sullivan', written in a cursive style.

**Allan Sullivan
Chairman**

Date: 9 May 2023