



AYLESFORD PARISH COUNCIL

ANNUAL MEETING OF AYLESFORD PARISH COUNCIL

Members are hereby summoned to, and notice is given that the Annual Meeting of the Council is to be held on Tuesday 14 May 2024 in Aylesford Football Club Pavilion, Aylesford, commencing at 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 12 March 2024 - 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).
- 8.2 Police Report**
- 9. To review and approve the Standing Orders**
 - 10. To review and approve the Annual Risk Assessment**
 - 11. To review and approve the Financial Regulations**
 - 12. To Review and approve the Financial Risk Assessment**
 - 13. To review and approve the S101 Delegation of Powers**
 - 14. To review and approve the Terms of Reference of Committees and Sub Committees**
 - 15. To review and adopt the Kent Code of Conduct for Members**
 - 16. To review the Asset Register**
 - 17. To review and approve the Grant Award Policy**

- 18. To review and adopt the Information and Data Protection Policy**
- 19. To review and adopt the Privacy Notice**
- 20. To review and adopt the Code of Practice for Handling Complaints**
- 21. To review and adopt the Cyber Security Policy**
- 22. Appointments to Committees and Sub Committees**
- 23. 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
Climate Change Forum

24. Casual Vacancies

There is currently one vacancy for Eccles Ward.

25. Decisions taken under S101 Delegated Authority

Clerk to report

26. To receive the report of the County Councillor

27. To receive the reports of the Borough Councillors

Report attached

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

28.1 Policy and Resources – 9 April and 7 May 2024

28.2 Environmental Services – 19 March and 16 April 2024

28.3 Planning – 19 March, 9 and 16 April and 7 May 2024

29. Accounts for Payment

To agree the Payment Schedule

30. To consider and agree the renewal of the Councils Annual Insurance Policy

Clerk to report on quotes received.

31. To consider any other items of correspondence

Allan Sullivan
Chairman

Date: 9 May 2024