

Luddesdown Parish Council

Email: clerk@luddesdown-pc.gov.uk Website: www.luddesdown-pc.gov.uk



To all Members of Luddesdown Parish Council

You are hereby summoned to attend the **Annual Meeting of Luddesdown Parish Council** on **Monday 16th May 2022** at **7:30pm** to be held at **Luddesdown Village Hall, DA13 0XE**. Papers have been circulated for all items shown by (*)

Yours faithfully

Shaun Fishenden

Shaun Fishenden
Clerk and Responsible Financial Officer
Date of Issue: Tuesday 10th May 2022

AGENDA

1. **To elect the Chairman of Luddesdown Parish Council for the 2022/2023 Council Year and to receive the Declaration of Acceptance of Office from the Chairman**
2. **To elect the Vice-Chairman of Luddesdown Parish Council for the 2022/2023 Council Year and to receive the Declaration of Acceptance of Office from the Vice-Chairman**
3. **ADJOURNMENT OF MEETING –**
To invite the speakers from Gravesham Borough Council to discuss the Luddesdown Recreation Ground play area.

Also, to receive any reports from Borough Councillors, the County Councillor and local PCSO
4. **Apologies for Absence:** To receive and accept apologies
5. **Declarations of Members' Interests:**
 - 5.1 To remind all Members that if any of their disclosures on the Disclosable Pecuniary Interests form submitted to GBC have changed, they need to update their forms within twenty-eight days, forms can be obtained from the Clerk.
 - 5.2 To receive declarations of pecuniary and non-pecuniary interests for this meeting
6. **To approve the minutes of the previous Parish Council meeting: 21.03.22 (*)**
7. **2021-22 End-of Year Financial Matters**
 - 7.1 **To review the effectiveness of the system of Internal Control (*) (to follow)**
Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The Chairman of the Council and the Clerk to sign
 - 7.2 **Annual Governance Statement (*):**
To approve the Annual Governance Statement for 2021-22, Section 1 of the AGAR for the year ending 31 March 2022
 - 7.3 **Accounting Statements, Bank Reconciliation and Variances (*):**

To approve the Accounting Statements for 2021-22, Section 2 of the AGAR for the year ending 31 March 2022 and the supporting Bank Reconciliation as at 31 March 2022.

7.4 Certificate of Exemption (*):

To confirm the Council meets the criteria for exemption for 2021-22 and certify itself as exempt from the 'Limited Assurance review'. If so, the Chairman and the Clerk/RFO to sign and date the Certificate of Exemption.

7.5 Exercise of Public Rights

To note the proposed dates (Monday 13 June 2022 to Friday 22 July 2022) for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer

8. Council Governance: To review and approve the Council's –

8.1 Standing Orders (*)

8.2 Financial Regulations (*)

9. Councillor Responsibilities & Representation on External Bodies: To allocate councillor responsibilities and approve the Council's representation on external bodies (*)

10. Asset Register: To review and approve the inventory of assets (*) (to follow)

11. Subscriptions: To review and approve the Council's and employees' subscriptions to other bodies (*)

12. Arrangements for Receiving Correspondence: To confirm that all councillors will continue to receive summons, agendas and minutes plus other correspondence via their council email

13. Banking Arrangements: To authorise the Clerk to set up a savings account with Unity Trust Bank to transfer the council's reserves into.

14. Planning:

14.1 Planning Applications – None received at time of Agenda

14.2 Planning Enforcements – To receive any updates

15. Financial Matters for 2022-2023

15.1 To approve the schedule of payments in accordance with Financial Standing Order 5.2 (*) (to follow)

15.2 To receive the bank statement as of 10.05.22 (*) (to follow)

15.3 To consider approving the revised budget for 2022-2023 (*) (to follow)

15.4 To approve Community Grants the Parish Council wishes to make during 2022-2023

16 Highways and Environment

16.1 To receive an update on the Highways Improvement Plan and signage: Cllr Mileson

16.2 To receive an update on Rights of Way: Cllr Clark

17 Chairman's Announcements