

# **St Nicholas-at-Wade & Sarre Parish Council**

## **PARISH COUNCIL ANNUAL GENERAL MEETING AGENDA**

**Tuesday 12<sup>th</sup> May 2015**

**7.30pm – 9.30pm**

**The Pavilion, Bell Meadow**

**Parish Councillors: Bernard Clayson (Chairman), Sarah McManus, Val McManus, Sonya Smyth & two Sarre Councillors (names not confirmed until after election)**

**Thanet District Council Councillors: (names not confirmed until after election)**

**Kent County Council Councillor: Roger Latchford**

**Clerk to the Council: Paul Drake**

**Kent County Council Community Warden: Tony Gander**

**Kent Police PCSO: Craig Raisbeck**

**1 ELECTION OF CHAIRMAN**

To elect a Chairman of the Council for 2015/16 and to receive the declaration of acceptance of office.

**2 ELECTION OF VICE CHAIRMAN**

To elect a Vice Chairman of the Council for 2015/16.

**3 APOLOGIES FOR ABSENCE**

**4 DECLARATIONS OF INTEREST**

To receive disclosures of any personal or prejudicial interests from Councillors relating to matters on the agenda.

**5 PREVIOUS MINUTES**

To approve minutes from the last meeting held on 14<sup>th</sup> April 2015.

**6 DATES, TIMES & LOCATIONS OF ORDINARY MEETINGS FOR 2015/16**

To set the dates, times and locations for ordinary meetings of the Parish Council for 2015/16.

**7 CO-OPTION OF NEW COUNCILLORS**

To receive the Clerk's update on plans for co-opting new Councillors for St Nicholas-at-Wade.

**8 ADMINISTRATIVE ARRANGEMENTS**

a) To review bank account signatories.

b) To review arrangements for verifying payment schedules, monthly bank reconciliations and budget data.

c) To review appointments to working groups & representation on outside bodies (Appendix 1).

**9 PUBLIC PARTICIPATION SESSION**

Up to 15 minutes will be allowed for members of the public to ask questions or make representations relating to any of the business on the agenda in accordance with Council Standing Order 3(e).

**10 CHAIRMAN'S REPORT**

To receive the Chairman's report and consider any matters arising.

**11 CLERK'S REPORT / CORRESPONDENCE**

To receive the Clerk's report, details of correspondence received and consider any matters arising.

**12 FINANCE**

- (a) To authorise payment of invoices received since the last meeting.
- (b) To receive the monthly bank reconciliation.
- (c) (100/14-15) To consider quotes received for repairs to children’s play area equipment (Appendix 2).
- (d) (186b/14-15) To consider quotes received for repairs to the Bell Meadow Pavilion (Appendix 3).

**13 SARRE WW1 MEMORIAL BENCH**

(8d/15-16) To receive proposals for a revised location for the WW1 memorial bench in Sarre due to new legal information from Cllr Radclyffe (if present)

**14 WEBSITE**

To receive proposals for the Parish Council’s website from Cllr S. McManus.

**15 ADULT OUTDOOR EXERCISE EQUIPMENT**

To receive proposals for the provision of outdoor adult exercise equipment at Bell Meadow from Cllr V. McManus.

**16 PLANNING APPLICATIONS**

- (a) F/TH/15/0222 – Manor End, 4 Manor Road, St Nicholas-at-Wade (Erection of single storey rear extension following demolition of existing conservatory).
- (b) F/TH/15/0293 – Land North West of Down Barton Road, St Nicholas-at-Wade (Change of use and conversion from stable to dwelling with external alterations).

**17 POLICIES & PROCEDURES**

- (a) To review the Risk Management Statement for 2015/16. (Appendix 4)
- (b) To review the Internal Control Systems Statement for 2015/16. (Appendix 5)
- (c) To review Cemetery charges for 2015/16. (Appendix 6)

**18 PARISH COUNCILLOR’S REPORTS**

To receive the Councillor’s reports and consider any matters arising.

**19 THANET DISTRICT COUNCIL COUNCILLOR’S REPORTS**

To receive the Councillor’s reports and consider any matters arising.

**20 KENT COUNTY COUNCIL COUNCILLOR’S REPORT**

To receive the Councillor’s report and consider any matters arising.

**21 KENT COUNTY COUNCIL COMMUNITY WARDEN’S REPORT**

To receive the Warden’s report and consider any matters arising.

**22 KENT POLICE PCSO’S REPORT**

To receive the PCSO’s report and consider any matters arising.

Signed \_\_\_\_\_

**Paul Drake (Parish Council Clerk)**

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