

BROOKLAND PARISH COUNCIL

A G E N D A

FOR THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY, 17 MAY 2010, FOLLOWING THE ANNUAL PARISH MEETING AT THE VILLAGE HALL, BROOKLAND

- 1. ELECTION OF CHAIRMAN – Chairman to sign Declaration of Acceptance of Office**
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST**
 - i) Updating of Declarations of Interest
- 4. ELECTION OF VICE CHAIRMAN**
- 5. ELECTION OF OFFICERS TO COMMITTEES/ASSIGNMENT OF RESPONSIBILITIES**
 - Village Hall Committee
 - KALC
 - Police Committees
 - Planning Committee
- 6. DELEGATION OF RESPONSIBILITIES**
 - i. Annual Review of Financial Regulations - August
 - ii. Annual Review of Standing Orders - August
 - iii. Annual Review of arrangements in Place regarding Freedom of Information Act - August
 - iv. Six Monthly Review of Fixed Assets – September 10
March 11
 - v. Six Monthly Risk Assessment – September 10
March 11
 - vi. Internal Parish Council Audit
 - vii. Annual Review of Insurance Arrangements - June
 - viii. Weekly Play Area Safety Check
 - x. Review of Terms of Reference for the Planning Committee - August
- 7. ACCEPTANCE OF MINUTES**
- 8. MATTERS ARISING**
- 9. PUBLIC INTERVAL**
- 10. CHAIRMAN’S REPORT**
- 11. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS**
 - Adoption of Internally Audited Accounts, review and completion of associated paperwork
 - Review of System of Internal Control
 - Review of Effectiveness of Internal Auditor
 - Insurance
 - Casual Vacancy
 - Additional Noticeboard
 - Bus Shelter

- 12. YOUTH AREA**
 - i. Heads of Term for Proposed Lease
 - ii. Proposed Extension of Tarmac Area
- 13. CEMETERY**
- 14. PLANNING**

Please see attached list. Any plans received after publication of agenda will also be discussed
- 15. VILLAGE RESPONSIBILITIES**

Matters Arising from the Round Robin not previously covered
Village Hall
Items to be reported to the County Lengthsmen
- 16. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

Next Meeting 21 June 2010

Items for inclusion on the agenda to be with the Clerk by 11 June 2010

Clerk