

BORDEN PARISH COUNCIL



All members of Borden Parish Council are summonsed to attend the
FULL ANNUAL PARISH COUNCIL MEETING OF BORDEN PARISH COUNCIL
to be held on Thursday 16th May 2024

at the Borden Sports Pavilion, Wises Lane at 7 pm (*please note that there may be a delay at the start of the meeting which will follow the Annual Parish meeting which starts at 6:30 pm*)

Teresa Millum

Teresa Millum, Parish Clerk clerk@bordenparishcouncil.gov.uk 10th May 2024

AGENDA - ANNUAL PARISH COUNCIL MEETING

1. TO ELECT A CHAIRMAN
2. TO RECEIVE DELIVERY OF ACCEPTANCE OF OFFICE OF CHAIRMAN
3. TO ELECT VICE CHAIRMAN
4. APOLOGIES FOR ABSENCE:
5. TO REVIEW AND ADOPT STANDING ORDERS
6. TO REVIEW AND ADOPT THE TERMS OF REFERENCES FOR COMMITTEES, AND WORKING GROUPS
 - a. Highways Improvement Project (Advisory Committee)
 - b. Nature Reserve Working Group (Advisory Committee)
 - c. Finance (Advisory Committee)
 - d. Wises Lane Monitoring & Liaison Group
 - e. Neighbourhood Plan Steering Group
 - f. D-Day 80 Working Group
 - g. New Build Playstool Public Convenience Committee
 - h. New Build Playstool Public Convenience Sub-Committee
 - i. Designated Nature Reserve Working Group
7. THE CREATION, ABOLITION OR ALTERATION OF COMMITTEES AND WORKING GROUPS
8. TO APPOINT MEMBERS OF COMMITTEES AND WORKING GROUPS
 - a. Highways Improvement Project (Advisory Committee)
 - b. Nature Reserve Working Group (Advisory Committee)
 - c. Finance (Advisory Committee)
 - d. Wises Lane Monitoring & Liaison Group
 - e. Neighbourhood Plan Steering Group
 - f. D-Day 80 Working Group
 - g. New Build Playstool Public Convenience Committee
 - h. New Build Playstool Public Convenience Sub-Committee
 - i. Nature Reserve Designation Sub-Committee

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9. TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES

- a. Borden Parish Hall Committee
- b. Borden Sports Association
- c. Borden Heritage Group
- d. KALC Area Committee
- e. Western Swale Area Committee
- f. Rugby Club representative.

10. FINANCE

- a. To review and adopt the Financial Regulations
- b. To review and agree to the Financial Risk Register
- c. To review and agree to the inventory of Land and Assets
- d. To review and confirm Insurance arrangements.

11. TO REVIEW AND AGREE THE STATEMENT OF INTERNAL CONTROL *(to be signed by Chair & RFO)*

12. TO REVIEW SUBSCRIPTIONS:

- a. Kent Association of Local Councils
- b. The Society for Local Council Clerks

13. TO REVIEW AND ADOPT THE COUNCIL'S CODE OF CONDUCT

14. TO REVIEW AND ADOPT THE COUNCIL'S EMPLOYEE HANDBOOK

15. TO REVIEW THE COUNCIL'S POLICIES, PROCEDURES, AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION ACT AND DATA PROTECTION LEGISLATION:

- a. Data Protection
- b. Model Publication Scheme
- c. Privacy Notice

16. COMPLAINTS

- a. To review and adopt the Council's Complaints policy
- b. To review and adopt the Council's Vexatious Complaints Policy *(new)*

17. TO REVIEW THE COUNCIL'S EXPENDITURE INCURRED UNDER S.137 OF THE LOCAL GOVERNMENT ACT 1972

Grant Allocations - S137	£
Poppy wreath	35.42

18. TO DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL