

KEMSING PARISH COUNCIL

Clerk's Office, St. Edith Hall, Kemsing, Sevenoaks, Kent, TN15 6NA, Tel : 01732 762841,
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**Notice of the Annual General Meeting of the Parish Council to be held in the Small Hall,
St. Edith Hall, Kemsing, on Wednesday, 16th May 2018 at 7.30 p.m.**

A G E N D A

1. **ELECTION OF CHAIRMAN**
To appoint the Chairman for the ensuing year.
2. **ELECTION OF VICE-CHAIRMAN**
To appoint the Vice-Chairman for the ensuing year.
3. **APOLOGIES FOR ABSENCE**
To receive apologies for absence.
4. **MEMBERSHIP OF COUNCIL COMMITTEES**
To appoint Members of Council Committees for 2018/2019.
5. **APPOINTMENT OF REPRESENTATIVES**
To *appoint* the following Representatives:
 - (a) Kemsing Allotment Holders Association (1)
 - (b) Kent Association of Local Councils (1)
 - (c) Oxenhill Meadow & Shaw Management Committee (2)
 - (d) Churchyard Maintenance Committee (4) – Chairman of the Parish Council, Chairman of the Finance Committee, one other Member and the Clerk.
 - (e) St. Edith Hall Management Committee (SEHMC)
To consider the appointment of Trustees as per letter dated 8th May 2018 from the SEHMC.
 - (f) The Kemsing Downs Nature Reserve Advisory Group Members (3) will be recommended by the Downland Management Committee (*to be ratified by the Parish Council*)
6. **COUNCIL AND COMMITTEE MEETINGS**
To approve the calendar of meetings for the ensuing year (copies attached).
7. **BUSINESS REQUIRED BY STATUTE**
 - (a) Review of Internal Audit
To review attached document.
 - (b) Statement of Internal Control
To review attached document.
 - (c) Independent Internal Auditors' Report for the Year ended 31st March 2018
To consider the Internal Auditors' Report, including any recommendations (copies attached for Councillors only).
 - (d) Annual Return for Audit Commission – Annual Governance Statement
To approve Questions 1 to 9 of the Governance Statement (copies attached for Councillors only).
 - (e) Statement of Accounts for the Year ended 31st March 2018
To approve the draft statement of accounts for the year ending 31 March 2018 (copies attached for Councillors only).
 - (i) To consider the Accounting Statements by the members meeting as a whole
 - (ii) To approve the Accounting Statements by resolution
 - (iii) To sign and date the Accounting Statements - Chairman

- (f) Notice of Appointment of date for the Exercise of Electors' rights for viewing the accounts for the year ended 31st March 2018
To note : the notices will be displayed on the Parish Council's notice boards in accordance with the Audit Commission Act 1998, Sections 15 and 16 and The Accounts and Audit (England) Regulations 2011 (SI 2011 NO 817).
- (g) Appointment of Internal Auditor for the ensuing financial Year ending 31st March 2018
To appoint Mrs. R. Banister as Internal Auditor for the Financial Year 2018/19.
- (h) Review of charge for the provision of Council and Committee Agenda & Minutes
Currently £15.00 per annum for posted and £3.00 per annum collected. *To consider.*
- (i) Risk Assessment
To review (copies attached for Councillors only).
- (j) The Parish of St. Mary the Virgin, Kemsing – Annual Report & Financial Statements 2017
To note (copies available from the Parish Clerk on request for Councillors only).

8. **DECLARATIONS OF INTERESTS**

To receive declarations of interest in accordance with the Parish Council's Code of Conduct.

9. **DISTRICT & COUNTY COUNCILLOR REPORTS**

To receive reports from the District Councillors.

10. **QUESTIONS FROM THE PUBLIC & PRESS**

The meeting will be adjourned during the public session when questions and statements in relation to the business to be transacted at this meeting, will be taken from members of the public and press. Questions may also be taken elsewhere during the meeting at the Chairman's discretion.

11. **MINUTES**

To approve the minutes of the meeting held on 18th April 2018, Ref KPC/04/2018.

12. **MATTERS ARISING FROM THE PREVIOUS MINUTES**

- (a) Interactive speed warning sign at Childsbridge Lane, Kemsing (Minute 6(a) KPC/04/2018)
Installation of sign is awaited.
- (b) Park Lane Nature Reserve Area & Fairfield Close Area (Minute 6(c) KPC/04/2018)
An update will be given at the meeting.
- (c) Reform of Data Protection Legislation (Minute 6(d) KPC/04/2018)
An update will be given at the meeting.
- (d) Damaged stone wall at horse trough (Minute 6(f) KPC/04/2018)
An update will be given at the meeting.
- (e) Milestone (way marker) at Pilgrims Way (Minute 6(g) KPC/04/2018)
Response from Kent County Highways and Transportation is awaited.

13. **NEW MATTERS FOR CONSIDERATION**

- (a) Telephone box in Noah's Ark
To consider a request from the Noah's Ark Residents' Association for the refurbishment, including painting and new windows, of the telephone box.
- (b) Green Belt Policy
Mr. Bennett to report on possible changes to Green Belt designation in Kemsing parish.

14. **COMMITTEE REPORTS**

(a) Planning Committee

To note the minutes of the meeting held on 23rd April 2018, Ref No P/06/2018.

15. **CONSULTATIONS**

16. **FINANCIAL MATTERS**

(a) Accounts for payments & receipts

To approve the list of payments and to note list of receipts.

(b) Donations and Subscriptions

West Kent Mediation – To consider a request for a financial donation for the charity.

Kent Association of Local Councils – To consider renewing the annual subscription at a cost of £1,188-68 (VAT not included).

17. **COMMON FIELD RECREATION GROUND TRUST**

(a) Charity Commission

The Annual Return of Income and Expenditure update 2017 was sent to the Charity Commission on 29th January 2018.

(b) Income and Expenditure for the Year 2017/18

The Trust is asked to note the Statement of Accounts for the year 2017/18.

(c) Annual Report 2017/18

The Chairman will be asked to sign the Annual Report.

(d) 2017/18 Contribution towards Maintenance of the Common Field

The Trust agreed to contribute £400 towards the maintenance of the Common Field in 2017/2018.

(e) 2018/19 Contribution towards Maintenance of the Common Field.

The Trust is asked to consider contribution for 2018/2019.

(f) Reports

To receive any information relating to the Common Field which are not already included on the agenda.

18. **INFORMATION REPORTS**

(a) Report from Chairman

(b) Reports from Parish Councillors

(c) General information

Notice of road closure order – An order for a temporary road closure order closing West End between 12 noon to 1.15pm on Saturday, 23rd June 2018, was received from Sevenoaks District Council for the Village Fete Parade.

19. **DATE OF NEXT MEETING**

Wednesday, 20th June 2018