



EASTRY PARISH COUNCIL

3 Gore Terrace, Gore Road, Eastry, Sandwich, Kent, CT13 OLS
Tele 01304 614320

To all members of the Parish Council

8th May 2018

You are hereby summoned to attend the Annual Meeting of Eastry Parish Council to be held on Monday 14th May 2018 at 7.30pm at the Parish Room, Church Street, Eastry for the purposes of transacting the following business.

Sarah Wells
Clerk to the Parish Council

AGENDA

1. ELECTION OF CHAIRMAN

To elect a Chairman to act for the coming year.

2. APOLOGIES

To receive and approve apologies for non-attendance at the meeting

3. DECLARATIONS

To receive declarations of interests relating to matters included on the agenda.

4. ELECTION OF VICE CHAIRMAN

To elect a vice chairman to act for the coming year.

The meeting will be closed so that members of the public can speak.

5. MINUTES OF LAST MEETING

To confirm the following minutes of the Parish Council

- a) Minutes of the Ordinary Meeting of the Parish Council held on 9th Apr 2018

6. COMMITTEES, WORKING PARTIES & DELEGATES

To select membership of the following committees

Committees

- a) Finance
- b) Planning
- c) Allotment Committee Reps x 2

Working Parties

- a) Leisure Fields
- b) Pond and Parade
- c) Church Yard and Cemetery

To nominate Councillors to undertake the following roles

Delegates

- a) Risk Assessment
- b) KAPC x 2
- c) Village Hall Committee x 2
- d) Eastry Young Peoples Club x 1
- e) Footpath Officer/s
- f) Councillor responsible for Finance
- g) Community Resilience and Emergency Planning Rep/s

7. REVIEW OF COUNCIL ASSETS AND INVENTORY

To review the inventory of land and assets including buildings and office equipment

8. REVIEW OF PROCESSES AND PROCEDURES

To review and adopt appropriate procedures

- a) Standing orders – New Model standing orders Published Apr 2018
- b) Financial regulations - Jan 2016
- c) Complaints procedure
- d) Freedom of Information Act 2000 request handing
- e) Data Protection Act 1998 request handing – To be replaced by GDPR
- f) Press Media policy
- g) Child Protection Policy

9. ACTIONS FROM THE LAST MEETING

To receive information resulting from actions generated at the last meeting.

10. CORRESPONDENCE

To discuss and agree actions relating to correspondence received by the Council.

a) Consultation Documents

- i) Government Consultation: unauthorised developments and encampments

b) Newsletters and Circulars

- i) Clerks and Councils Direct
- ii) Kent Police – Rural policing 29th April 2018
- iii) Rural Matters

c) Other

- i) NALC Chief Executive bulletins

11. HIGHWAYS

To discuss and agree actions relating to highways issues

12. FINANCE

To discuss and agree actions relating to any financial matters presented to the Council.

- a) Audit Form
- b) Request from Kent Air Ambulance for financial aid.

13. ACCOUNTS

To resolve the approval of payments presented at this meeting

14. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

- i) APM Tue 15th May 2018
- ii) Battle's Over a Nation's Tribute 11th Nov 2018

b) Outside Events

- i) KALC training events

15. POND AND PARADE

To discuss matters relating to the Pond, Parade and area behind the bus shelter.

16. ALLOTMENTS

To discuss matters raised by the Allotments Management Committee.

17. LEISURE FIELDS

To discuss matters relating to the Councils leisure fields and amenities, to receive correspondence relating to leisure fields.

a) Gun Park

b) Allotments Play Area

c) Correspondence

- i) Letter ref Allotments Play Area
- ii) Letter from Eastry Gun Park Community Group

18. CHURCHYARD AND CEMETERY

To discuss and agree action on matters relating to land controlled by the Council in and around Church Street.

a) Churchyard & Cemetery

b) Recreation Ground

c) Bowling Green & Parish Room

- i) Quote for work to progress New Parish Room project

19. LONGTERM OUTSTANDING ITEMS

- a) School Parking
- b) Gun Park Footpath (Running Parallel to Willmott Place)

20. REPORTS

To receive written or verbal reports from: -

a) Dist Cllrs

b) Parish Councillors

21. COMMUNICATION

To agree Council communication to the following media: -

a) Village News Letter

b) Mercury Report

c) Web Site

22. DATE OF NEXT MEETING

Scheduled dates of meetings

16th May 7.30pm Village Hall APM 4th Jun 2018
2nd Jul 2018 3rd Sept 2018 TBC 1st Oct 2018 5th Nov 2018 3rd Dec 2018