



EASTRY PARISH COUNCIL

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

To all members of the Parish Council

31st Mar 2015

You are hereby summoned to attend the Annual Meeting of Eastry Parish Council to be held on Monday 18th May 2015 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

All members to sign there declaration of acceptance of office

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.

5. POLICE LIASION

To receive written or verbal reports from the Community warden and PCSO

6. COMMITTEES & DELEGATES

To select membership of the following committees

Committees

- a) Risk Assessment Committee
- b) Church Yard and Cemetery
- c) Planning
- d) Allotment Committee Reps x 2
- e) Leisure Fields
- f) Finance

To nominate Councillors to undertake the following roles

Delegates

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

7. REVIEW OF PROCESSES AND PROCEDURES

To review and adopt appropriate procedures

- a) Standing orders - Last fully updated 2011
- b) Financial regulations - New Model published Oct 2014
- c) Complaints procedure
- d) Freedom of Information Act 2000 request handing
- e) Data Protection Act 1998 request handing
- f) Press Media policy
- g) Child Protection Policy

8. MINUTES OF LAST MEETING

To confirm the following minutes of the Parish Council

- a) Minutes of the Planning Committee meeting 13th April 2015 7.00pm
- b) Minutes of the Ordinary Parish Council Meeting held on 13th April 2015 7.30pm

9. ACTIONS FROM THE LAST MEETING

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

- a) Actions from the Ordinary Parish Council Meeting 13th April 2015

10. CORRESPONDENCE

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

a) Consultation Documents

b) News letters and Circulars

- i) Clerks and Councils Direct
- ii) The Parish News

c) Other

- i) Adopt a Kiosk
- ii) Public Access Defibrillators
- iii) Sale of Housing Association Properties

11. FLOODING

To discuss and agree action relating to issues with flooding at the Pond and Lower Street

12. HIGHWAYS

To discuss and agree actions relating to highways issues

13. FINANCE

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

- a) 2014/15 Audit Form
 - i) Section one - Adopt accounts
 - ii) Section two statements of assurances
- b) 2015/16 Grants

Does the Council wish to invite grant applications for the year 2015/16

- c) Appointment of independent auditor for 2015/16
- d) Town and Parish Councils Quadrennial Review – Do the members wish to pay the parish allowance.

14. ACCOUNTS

To resolve the approval of payments presented at this meeting

15. FORTHCOMING EVENTS

To discuss and agree actions relating to events

a) Council Events

- i) Community Warden – Retirement Event. Eastry NHW have asked if we can hold a retirement event for Bob at Coffee Break on Friday 3rd July.

b) Outside Events

- i) Police Parish Forum – Wed 27th May 7-9pm – Whitfield Village Hall – RSVP
Wed 11th Nov 7-9pm – Sandwich Guildhall –RSVP
- ii) South East Coast Ambulance Service – You Call 2015 – Wed 27th May, holiday Inn Ashford
- iii) RHS Preview at Hadlow College – 28th May 2015 at 11am.

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) **Pond**
- c) **Allotments Play Area**
- d) **Parade**
- e) **Correspondence**

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**

19. REPORTS

To receive written or verbal reports from:-

- a) **Dist Cllrs**
- b) **Parish Councillors**

20. COMMUNICATION

To agree Council communication to the following media:-

- a) **Village News Letter – Aug/Sept 2015**
- b) **Mercury Report**
- c) **Web Site**

21. DATE OF NEXT MEETING

Scheduled dates of meetings

Mon 1 st Jun 2015	Mon 6 th Jul 2015	Mon 14 th Sept 2015	Mon 5 th Oct 2015
Mon 2 nd Nov 2015	Mon 7 th Dec 2015		