



STOKE PARISH COUNCIL

CLERK: Mr R Morrad, 95 Avery Way, Allhallows, Rochester, Kent. ME3 9QW.
Telephone/Fax 01634 270270.

ALL MEMBERS OF THE COUNCIL:

**YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING OF
STOKE PARISH COUNCIL WHICH WILL START FOLLOWING THE ANNUAL
PARISH MEETING BUT NOT BEFORE 7.30 PM WEDNESDAY 2 MAY 2018
AT THE VILLAGE HALL, MALLARD WAY, LOWER STOKE
FOR THE PURPOSE OF TRANSACTING THE FOLLOWING BUSINESS**

AGENDA

1. Election of chairman.
2. To receive the Chairman's Declaration of Acceptance of Office or, if the Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.
3. Election of Vice-Chairman's Declaration of Acceptance of Office or, if the Vice Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council.
4. Apologies for absence/present: (To receive any apologies for absence and record attendance).
5. Declarations of Interest either personal or prejudicial under the Code of Conduct for the meeting, plus alterations to the register. A councillor who declares a prejudicial interest may speak but must withdraw from the room unless a dispensation has been obtained from Medway Councils Standards Committee before the vote is taken. (See Code of Conduct 12.2).
6. To appoint representatives to outside bodies: Rural Liaison, 1 voting member. KALC Medway Area Committee, 2 voting members, Police Pact, 1 voting member, and Village Hall Committee. 1 voting member.
7. To appoint Committees if required.

8. Subject to standing order 1(c) members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. This shall take place at this part of the meeting for a maximum duration of ½ hour.
9. Chairman's Allowance. 2018/19 (£100.00 was budgeted).
10. Minutes of the Meeting held on the 4 April 2018 1316:18 to.1335:18.
11. Monthly Accounts for payment, Standing Orders, and Bank Balances as listed.
12. Planning Applications registered for decisions by the Parish Council, and decision reports from Medway Council received.
13. Correspondence – Reports and Circulars.
14. Representatives reports on outside bodies and information - Rural Liaison, KALC, and Police Pact.
15. Reviews of procedures for 2018/19. (Chairman).
 - i. Review and adoption of appropriate standing orders and financial regulations. Including financial risk assessment.
 - ii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
 - iii. Review of representation on or work with external bodies and arrangements for reporting back.
 - iv. Review of inventory of land and assets including buildings and office equipment.
 - v. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
 - vi. Review of the Council's and/or employees' memberships of other bodies.
 - vii. Reviewing the Council's complaints procedure. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.

- viii. Establishing or reviewing the Council's policy for dealing with the press/media
 - ix. Equal Opportunities Policy.
 - x. Annual Report of Direct Debit Listing.
 - xi. Carry out an annual review of the effectiveness of the Internal Audit.
16. Village Hall Report.
17. Play Parks Works & Contracts. This report provides an update on the condition of the parks. Receive Annual Inspection/Risk Assessment.
18. Review Insurance Policy for 2018/19.
19. Update Register of Members Interest 2018.
20. Web Site/IT stokeparishcouncil.org.uk. This report provides an update on the operation. stokeparishcouncil.org.uk. And Email: stokeparishcouncilkent@gmail.com
21. Highways & Transportation including footpaths, lighting, and pot holes, road & verge condition. Fly tipping reports.
22. Clarks Report.
23. Village Voices, content review and suggested items for the next edition.
24. Items for the agenda for the next meeting.
25. The next meeting will be held on **Wednesday 6th June 2018**

Signed: *R Morrad*

Mr R Morrad Clerk & RFO Stoke Parish Council.
Dated 23rd April 2018.