

Capel Parish Council Annual Parish Council Meeting

Louise Goldsmith – Clerk
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To All Parish Councillors.

ALL COUNCILLORS ARE HEREBY SUMMONED to the
ANNUAL PARISH COUNCIL MEETING
to be held at Capel Village Hall, Falmouth Place, Five Oak Green at **7.30pm on Monday 13 May 2024**
when it is proposed to transact the business shown in the agenda below.
The Meeting will be open to the press and public. (*Public Bodies (Admission to Meetings) Act 1960*)

Louise Goldsmith

Clerk

Date of Issue: 7 May 2024

AGENDA

| Minuted No | |
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| | 1. ADMINISTRATION Fire Exits, Fire Meeting Point, Mobile Phones, Sanitisation measures, intention to record or film the meeting. |
| 1204 | 2. ELECTION OF CHAIRMAN a. To receive nominations and vote on appointment. b. To receive the Declaration of Acceptance of Office for the Chair of the Council. |
| 1205 | 3. ELECTION OF VICE CHAIRMAN To receive nominations and vote on appointment. |
| 1205 | 4. APOLOGIES FOR ABSENCE (LGA 1972 s85 (1)) |
| 1206 | 5. RECEIPT OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS |
| 1207 | 6. DECLARATION OF INTEREST - To receive Declarations of Interest on Agenda items |
| 1208 | 7. Proposal to adopt the General Power of Competence To agree that the Parish Council meets the criteria. To agree to adopt the Power. |
| 1209 | 8. APPOINTMENTS a. To consider and approve any changes to Council's Committee/Working Group structure. b. To review and approve all Committee/Working Parties Terms of Reference c. To agree appointments of Members to Council's Committees/Working Groups d. To agree the Chair of all Committees/Working Groups e. To appoint an Internal Auditor a. <i>Planning Committee</i> b. <i>Finance and Resources Committee</i> c. <i>Staff, Office and Administration Committee</i> d. <i>Flooding Panel</i> e. <i>Recreation Ground and Allotments Working Group</i> f. <i>Memorial Cottages and Housing Working Group</i> g. <i>Highways and Transportation Committee</i> |

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| 1210 | <p>9. SELECTION OF REPRESENTATIVES TO OTHER BODIES</p> <p>a. <i>Community Liaison Rep. Kent Association of Local Councils</i></p> <p>b. <i>Parish Magazine Committee</i></p> <p>c. <i>FOCC (Friends of Chapel Church)</i></p> <p>d. <i>Neighbourhood Plan Working Party</i></p> <p>e. <i>Save Chapel</i></p> <p>f. <i>CCA Trustees</i></p> <p>g. <i>Joint Transportation Board</i></p> |
| 1211 | <p>10. POLICIES: To review and approve the following core policies</p> <ul style="list-style-type: none"> • <i>Code of Conduct</i> • <i>Grants Policy and Application Form</i> • <i>Health & Safety Policy</i> • <i>Equality & Diversity Policy</i> • <i>Complaints Policy</i> • <i>Scheme of Delegation</i> • <i>Data Protection and Document Retention Policy</i> • <i>Publication Scheme</i> |
| 1212 | <p>11. BANK SIGNATORIES To review the current authorisation signatories for the Unity Trust Accounts.</p> |
| 1213 | <p>12. ANNUAL PARISH MEETING: To review the meeting held on the 15 April 2024 and receive feedback on any actions.</p> |
| 1214 | <p>13. Local Plan To discuss representation at the Hearings.</p> |
| 1215 | <p>14. OPEN SESSION - To adjourn the meeting to enable any members of the public present to address the Council.</p> |
| 1216 | <p>15. DATE OF THE NEXT MEETINGS: Full Council meeting Monday 3 June 2024 at 7.30pm</p> |