

GILLINGHAM PARISH COUNCIL

SUMMONS TO ATTEND THE ANNUAL MEETING OF THE PARISH OF GILLINGHAM PARISH COUNCIL

MEMBERS OF THE PUBLIC ARE WELCOME

18 May 2024

Dear Councillor

Your are summoned to the Annual Parish Council Meeting of Gillingham Parish Council to be held on Tuesday 28 May 2024 at 7.00pm for the purpose of transacting the following business. This meeting will take place at the Village Hall.

**Andy Rymer (Cllr)
Chair**

- 1. To Elect a Chair for the coming year.**
- 2. To Elect a Vice Chair for the coming year**
- 3. To receive signed Declarations of Office from Chair and Vice Chair**
- 4. To Consider apologies for absence**
- 5. To receive Declarations of Interest and requests for Dispensations by
Councillors in any of the agenda items listed.**

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.

- 6. The appointment of Parish Council Representatives to serve on the bodies of outside agencies.**
- 7. To review Standing Orders**
- 8. To review Financial Regulations**
- 9. To review Code of Conduct**
- 10. To review any policies.**

11. To review and adopt the Annual Accounts for 2023/24
 - 11.1. To note the current signatories and agree any action
 - 11.2. To agree the asset register.
 - 11.3. To Review and agree the AGAR Internal Audit 2022-23
 - 11.4. To Review and agree the AGAR Governance Statement 2023-24
 - 11.5. To Review and agree the AGAR Accounting Statement 2023-24
 - 11.6. To Review the Internal Audit Report and discuss recommendations.
 - 11.7. To discuss the renewal for the Parish Council insurance this year and agree any action.

12. Date, Time and Place of Next Annual Parish Council Meeting.

13. Public Public Participation (10 mins).

This provides an opportunity for members of the public to raise questions about and comment on items on the agenda, and other points, before the Council makes decisions.

14. To accept reports from:

- 14.1 County Council.
- 14.2 Borough Council.

15 To approve the minutes of the Council meeting of 7 November 2023

- 15.1 To consider and approve the minutes.
- 15.2 To consider any matters arising from the minutes.

16. Accounts

- 16.1 To approve any accounts for payment
- 16.2 To note any receipts

17. Planning Applications and Determinations:

In order to reduce the number of extra ordinary meetings called, any applications which have been received by the Parish Council since the publication of the agenda and the actual meeting, will be considered at said meeting, unless the Parish Council decide otherwise. All Applications will be listed with a decision on the minutes of the next meeting.

Applications

At the time of publication of the Agenda no applications have been received.

18. To approve the appointment of a New Parish Clerk.

19. Correspondence

20. Date, Time and Place of Next Meeting.