

LITTLEBOURNE PARISH COUNCIL

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Cllr Vivienne Spratt, Chairman

TO: ALL MEMBERS OF LITTLEBOURNE PARISH COUNCIL

Councillors are hereby summoned to attend a meeting of the Littlebourne Parish Council on **WEDNESDAY 14 MAY 2014** at the War Memorial Hall, Littlebourne, at **7.00pm** for the transaction of the business described in the following Agenda.

G HUBBARD, CLERK TO THE COUNCIL

A G E N D A

1. Election of Chairman for the Council year 2014-2015.
2. Election of Vice-Chairman for the Council year 2014-2015
3. Declaration of Acceptance of Office – Chairman
4. The Chairman's remarks and apologies for absence.
5. Declarations of Cllrs' Interest & any requests for dispensations
6. Representations on other bodies:
 - (a) Littlebourne Nature Reserve;
 - (b) Littlebourne War Memorial Hall;
 - (c) Kent Association of Local Councils representative;
 - (d) Little Stour and Nailbourne River Management Group;
7. Annual subscriptions:
 - (a) Kent Association of Local Councils;
 - (b) Society of Local Council Clerks;
 - (c) Campaign for the Protection of Rural England;
 - (d) Action with Communities in Rural Kent.
 - (e) Kent Playing Fields Association
8. Councillors' responsibilities for the Council year 2014-2015.
9. Minutes of the last meeting held **9 APRIL 2014**
10. Policing, Security and Neighbourhood Watch, and KCC Community Warden
11. First Aid facilities and emergency care

The meeting will be adjourned for parishioners' questions and comments.

12. TO RECEIVE City and County Cllrs Reports (if applicable)
13. Planning/Trees Report (Appendix 2)
14. Financial matters, including Precept, Concurrent, bank statements and authorisation of accounts (Appendix 3)
TO RECEIVE the Internal Auditor's report and any recommendations thereon (Appendix 3aa)
TO RECEIVE Earmarked Reserves Schedule at 31 March 2014 (Appendix 3b)

Financial policies for review or adoption:

- i) The review of Littlebourne Parish Council's Financial Regulations, previously circulated via email to all Cllrs (Appendix 3c)
- ii) The review of Littlebourne Parish Council's Standing Orders, previously circulated via email to all Cllrs (Appendix 3d)
- iii) To review and adopt an Office and Finance Risk Assessment (Appendix 3e)
- iv) Review of the Council's Register of Fixed Assets (Appendix 3f)

- v) Review of the Council's Statement of Internal Control for year 2014-15(Appendix 3g)
- vi) Review of the Council's Statement of Accounting Policies year ending 31 March 2014(App 3h)

TO RECEIVE, CONSIDER AND APPROVE the Annual Return for the financial year ended 31 March 2014 for submission to the Audit Commission, comprising:

- Income and Expenditure Accounts
- Bank reconciliations at 31 March 2014
- The Annual Return for consideration by Cllrs and signing by the Chairman (Pack with Annual Return & accounts circulated in advance to all Cllrs)

- 15. Correspondence and Clerk Report (Appendix 4)
- 16. Allotments
 - i) Allotment wildlife
- 17. Associations (CCC, KCC, KALC, NALC, SLCC, Open Spaces, CPRE, Action with Communities in Rural Kent, Playing Fields Association)
- 18. Community (Barn, Heritage, Car Park, Emergency Plan, Playground equipment, School, Youth Group, and Older people, and LPC Community Fund)
 - i) Twinning with Wimille(update)
 - ii) Twinning – Open Gardens 14th June 2014
- 19. Media (website, LPC News, press)
- 20. Environment (Littlebourne Nature Reserves, Flooding, Footpaths, Lighting, Transport)
- 21. Housing
- 22. Recreation (Recreation Ground, The Green, Recreation Club)
- 23. Highways and Safety (Pedestrian, Road, Traffic)
- 24. War Memorial Hall Trust (Hall and Orchard)
- 25. 4VPO and Shop

Dates of future meetings: 11 June, 16 July, 10 September, 15 October, 12 November, 10 December 2014

ALL RESIDENTS WELCOME TO ATTEND THE MEETING