

**NOTICE** is hereby given of a **MEETING** of **RYARSH PARISH COUNCIL** to be held on **MONDAY, 14<sup>th</sup> MAY 2018** in the **COMMITTEE ROOM, RYARSH VILLAGE HALL** at **8.00P.M.**

**AGENDA**

1. **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**
2. **ELECTIONS 2018**
  - Election of Chair and Vice-Chair for 2018-19
  - Appointment of representatives to External Bodies
3. **ANNUAL PARISH COUNCIL MEETING**
  - Approval of Minutes of Annual Parish Council Meeting for 2018-19
  - Annual reports: Parish Council Chair, County Councillor Hohler and Borough Councillors Balfour and Kemp
  - Any other reports
  - Financial Statement 2017/18
  - Public Question Time
4. **APPROVAL & SIGNING OF MINUTES OF MEETING ON 9<sup>th</sup> APRIL 2018**
5. **REPORTS: COUNTY AND BOROUGH COUNCILLORS AND POLICE**
6. **PLANNING:** Plans can be viewed online at [www.tmbc.gov.uk](http://www.tmbc.gov.uk) , or [www.kent.gov.uk](http://www.kent.gov.uk)
  - (a) Plans Received for Comment:
  - (b) Decision Notices
  - (c) Any other Planning Matters
7. **MATTERS ARISING**
  - (a) Actions from last meeting
  - (b) KCC Minerals & Waste Local Plan Consultation, West Malling Sandpit, Roughetts Road
  - (c) Primary School – request for road signs and pedestrian crossing
  - (d) General Data Protection Regulations – Adoption of Privacy Policies, Consent Forms, Appointment of Data Protection Officer
  - (e) Consideration and approval of Retention of Documents and Records Policy
  - (f) Annual Review: Standing Orders, Financial Regulations, Media Policy, Complaints Procedure, Freedom of Information Act Policy
  - (g) Consideration of Training Policy
  - (h) Bus 58 – Nu Venture
8. **PUBLIC QUESTION TIME**
9. **PARISH NEWS, UPDATES AND CORRESPONDENCE**
10. **HIGHWAY AND FOOTWAY MATTERS**
  - (a) Highways – [www.kent.gov.uk/roads-and-travel/report-a-problem](http://www.kent.gov.uk/roads-and-travel/report-a-problem)
  - (b) Highways England – J3-5 Smart Motorway
  - (c) JPCTCG – 21.05.18
  - (d) S106 Monies and Traffic Calming
  - (e) Street lights
  - (f) Footpaths
9. **PARISH PROPERTY, MAINTENANCE AND REPORTS**
  - (a) Parish Property, Play Area and Recreation Ground, Trees, Ryarsh Resource Room
  - (b) Ryarsh Village Hall: Occupational Licence and Village Hall Lease updates
  - (c) Annual Play Area Inspection
  - (d) Any other matters
10. **FINANCIAL MATTERS**
  - (a) Annual Governance Review 2017/18
    - To review the system and effectiveness of the system of internal controls

Lynne Mackie, Clerk to Ryarsh Parish Council, Tel (01732) 521303

Email [ryarshparishcouncil@hotmail.com](mailto:ryarshparishcouncil@hotmail.com)

Website [www.ryarshpc.kentparishes.gov.uk](http://www.ryarshpc.kentparishes.gov.uk)

- To Receive the Statement of Internal Control for approval and signature
- To receive the Annual Governance Statement (Section 1) for review, approval and signature
- To approve a letter explaining why the answer “no” has been given to assertion 4 in the Annual Governance Statement
- To receive the Accounting Statements (Section 2) for review, approval and signature
- To receive the Financial Reconciliation as at 31<sup>st</sup> March 2018 for review, approval and signature
- To Receive the Supporting Statement and Fixed Asset Register for review, approval and signature
- To note Annual Internal Audit Report booked

(b) Insurance Renewal 2018/19

(c) Financial Statement and Cheques for Signature

(d) Confidential Agenda Item – Clerk’s Salary

**NEXT PARISH COUNCIL MEETING**

**Monday 11<sup>th</sup> June 2018 - 8.00pm**

**Lynne Mackie**