

Luddesdown Parish Council

Email: clerk@luddesdown-pc.gov.uk Website: www.luddesdown-pc.gov.uk



To all members of Luddesdown Parish Council

You are hereby summoned to attend the **Annual Meeting of Luddesdown Parish Council** on **Monday 20th May 2024** at **7:30pm** to be held at **Luddesdown Village Hall, DA13 0XE**. Papers have been circulated for items marked with (*)

Yours faithfully

Charles Amis
Clerk and Responsible Financial Officer
Date of Issue: Tuesday 9th May 2024

AGENDA

1. **To elect the Chairman of Luddesdown Parish Council for the 2024/2025 Council Year and to receive the Declaration of Acceptance of Office from the Chairman**
2. **To elect the Vice-Chairman of Luddesdown Parish Council for the 2024/2025 Council Year and to receive the Declaration of Acceptance of Office from the Vice-Chairman**
3. **Apologies for Absence:** To receive and accept apologies
4. **Declarations of Members' Interests:**
 - 4.1 To remind all Members that they are required to submit their declaration of interest forms to the Monitoring Officer within twenty-eight days of the election
 - 4.2 To receive declarations of pecuniary and non-pecuniary interests for this meeting
5. **To approve minutes of the previous Full Council meeting:** 18.03.2024 (*)
6. **Public Session & External Reports**
 - 6.1 **Public Session**
 - 6.2 **Borough Councillors and County Councillor**
 - 6.3 **Police and Community Warden**
7. **New Council Training Session:** To adjourn the meeting for a ten-minute period to allow the Clerk to provide an introductory training session to Council
8. **Clerk's Report:** To receive a report from the Clerk
9. **Annual Review of Council Operations**
 - 9.1 **Schedule of Meetings:** To note the schedule of meetings of meetings up to and including the next Annual Meeting of Council (*)
 - 9.2 **Subscriptions:** To review and approve the Council's and employees' subscriptions to other bodies
 - 9.3 **Arrangements for Receiving Correspondence:** To confirm that all councillors will continue to receive summons, agendas and minutes plus other correspondence via email
 - 9.4 **Banking Arrangements:** To review the bank account signatories for 2024/2025.
 - 9.5 **Internal Audit Report for 2023-2024:** To receive the Internal Audit report from an Internal Auditor and consider its recommendations (*)

10. **Council Governance**
 - 10.1 **Standing Orders:** To review the Council's Standing Orders (*) (to follow)
 - 10.2 **Financial Regulations:** To review the Council's Financial Regulations (*) (to follow)
 - 10.3 **Scheme of Delegation:** To review the proposed Scheme of Delegation (*) (to follow)

11. **Financial Matters**
 - 11.1 **Schedule of Payments:** To approve the schedule of payments up to 09.05.24, in accordance with Financial Regulation 5.2 (*)
 - 11.2 **Receipts & Payments Report:** To note the receipts and payments report up to 09.05.24
 - 11.3 **Bank Statement:** To receive the bank statement as of 09.05.24 (*)

12. **2023-24 End-of Year Financial Matters**
 - 12.1 **To review the effectiveness of the system of Internal Control (*):** *Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The Chairman of the Council and the Clerk to sign*
 - 12.2 **Annual Governance Statement (*):** *To approve the Annual Governance Statement for 2023-24, Section 1 of the AGAR for the year ending 31 March 2024*
 - 12.3 **Accounting Statements, Bank Reconciliation and Variances (*):** *To approve the Accounting Statements for 2023-24, Section 2 of the AGAR for the year ending 31 March 2024 and the supporting Bank Reconciliation as at 31 March 2024.*
 - 12.4 **Certificate of Exemption (*):** *To confirm the Council meets the criteria for exemption for 2023-24 and can certify itself as exempt from the 'Limited Assurance review'. If so, the Chairman and the Clerk/RFO to sign and date the Certificate of Exemption.*
 - 12.5 **Exercise of Public Rights:** *To note the proposed dates (Monday 5 June 2024 to Friday 14 July 2024) for the Exercise of Public Rights as selected by the Council's Responsible Financial Officer*

13. **Planning Applications:** To consider any applications received. Late applications may be considered.
 - 13.1 **20240393 - Leywood Farm, Leywood Road**

14. **Matters for 2023-2024**
 - 14.1 **Town Twinning:** Luddesdown have been asked by GBC Town Twinning to provide a lunch for the visitors and to book the village hall.
 - 14.2 **Closure of Gold Street for the works at Cobham House Vineyard and the traffic issues on Batts Road.**
 - 14.3 **Gravesham Mayor's Boundary Walk –** Luddesdown book the village hall and provide refreshments
 - 14.3 **KALC Gravesham Area Committee - Representatives:** To agree two representatives that will attend the KALC Area Committee meetings