



## LITTLEBOURNE PARISH COUNCIL

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Chairman: Cllr Peter Farrow

### TO: ALL MEMBERS OF LITTLEBOURNE PARISH COUNCIL

Councillors are hereby summoned to attend the Littlebourne Parish Council Statutory Annual Meeting on **WEDNESDAY 15 MAY 2024 at 7.00pm** in the LWMH meeting room for the transaction of the business described in the following Agenda.

**G HUBBARD, CLERK TO THE COUNCIL**

## A G E N D A

1. The Election of Chairman for the Council year **2024-25**
2. The Election of Vice Chair for the Council year **2024-25**
3. The Chairman's welcome and apologies for absence.
4. Declarations of Cllrs' Interest & any requests for dispensations
5. Minutes of the last meeting held **3 APRIL 2024**
6. CONSIDER & AGREE LPC Sub Committee structures and representations on other bodies (Appendix 1 current 23-24 roles shown)
7. AGREE Annual Subscriptions to renew
  - (a) Kent Association of Local Councils.
  - (b) Society of Local Council Clerks.
  - (c) Campaign for the Protection of Rural England.
  - (d) Kent Playing Fields Association.
8. Policing, NHW and KCC Community Warden

### **The meeting will be adjourned for parishioners' questions and comments on agenda items only**

9. To RECEIVE City and County Cllrs Reports/comments
10. Planning/Trees Report (Appendix 2)
  - I. To AGREE the LPC response to the CCC draft Local plan to 2040(as previously circulated to Cllrs)
11. Highways matters
  - I. To AGREE the expenditure of £3000 from CIL funds for the formal TRO for the 20mph scheme
12. 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 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 to all Cllrs (Appendix 3d)
- iii) Review of the LPC 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 2024-25(Appendix 3g)

- vi) Review of the Council's Statement of Accounting Policies year ending 31 March 2024(App 3h)

TO RECEIVE, CONSIDER AND APPROVE the AGAR for the financial year ended 31 March 2024 for submission to the Audit Commission, comprising:

- Income and Expenditure Accounts
- The Annual Governance and Accountability Return for consideration by Cllrs and signing by the Chairman, comprising of the;
  - I. Annual Governance Statement
  - II. Accounting Statements

- 13. Correspondence and Clerk Report (Appendix 4)
- 14. To AGREE the bollard replacement works outside the shop/hall at a cost of £5427 plus VAT

*Dates of future meetings: 5 June, 3 July, 4 September, 2 October, 6 November, 4 December 2024.*