Waltham Parish Council

TO: ALL MEMBERS OF WALTHAM PARISH COUNCIL: Councillors are hereby summoned to attend a meeting of the Waltham Parish Council on **TUESDAY, 19 May 2015** at Waltham Village Hall at **7.30pm** for the transaction of the business described in the following Agenda.

Tracey Block, Clerk to the Council

1. Election of the Chairman and any Vice-Chairman for the Council year 2015-2016
2. Completion/Acceptance of the Declaration of Acceptance of Office Forms and the Notification of Declaration of Pecuniary Interest Forms
3. To receive and approve apologies for absence.
4. To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared.
5. To approve the minutes of the meeting held on 7 April 2015.
6. To discuss matters arising from the above minutes that are not covered by the agenda.
7. Public session: To receive questions and comments from the public on any agenda item.
8. To receive reports from County and/or City Councillors.
9. To consider any matters relating to Highways and the Environment.
10. Planning matters: to authorise a response to any application(s) and to note any recent planning decisions by Canterbury City Council or any correspondence on planning matters
11. Financial matters:
    a) To approve the following financial documents:
        a. Internal Audit Annual Review – to receive the report from the Internal Auditor and to appoint an Internal Auditor for the end of 2015-16
        b. Review of Internal Controls 2015-16
    b) To note/authorise the following:
        i. To note the Parish Council's financial position
        ii. To note receipt of the Concurrent Function Grant and of the Precept from CCC
        iii. To authorise any payments including the Clerk's Salary and the internal audit
12. To sign the contract for the adoption of the telephone kiosk – 01227 700400 and review the Council's inventory of land & assets
13. To review Financial Regulations, Standing Orders and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks
14. To consider how the Planning Applications process might be more efficiently dealt with, consider putting applications on the website.
15. To consider/approve adoption of the following:
    a) Draft Complaints Procedure
    b) Draft Policy Protocol of Filming/Recording Meeting
    c) Publication Scheme
16. To review subscriptions to other bodies
17. To consider/approve attendance at training/other events: See Appendix 1.
18. To note current consultations and correspondence that might be of interest and organise/approve/note any responses. See Appendix 2.
19. To receive updates on ongoing Parish Council or village initiatives and review reporting arrangements:
    - Village Map - WSRA - Village Hall
20. To determine the dates of ordinary meetings of the Council for 2015-2016
21. Any Other Business (for information purposes only):

Members of the public and press are welcome to attend and will be given an opportunity to speak on any matter on the agenda.

Date of next meeting: Tuesday 2 June 2015