

# LYMINGE PARISH COUNCIL

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THIS IS THE AGENDA FOR  
THE ANNUAL MEETING OF THE ABOVE PARISH COUNCIL TO BE HELD ON  
MONDAY 13TH MAY IN LYMINGE METHODIST CHURCH  
STARTING AT 7:15PM.  
YOU ARE HEREBY SUMMONED TO ATTEND.

## 1. To receive nominations to allow the election of a Chairman

## 2. To receive nominations to allow the election of a Vice-Chairman

## 3. Welcome, apologies and declarations of interest

Members of the Council should declare any interests which fall under the following categories:

- a. Disclosable pecuniary interest (DPI)
- b. Other significant interest (OSI)
- c. Voluntary announcement of other interests.

## 2. Minutes of: Monday 8th April — To be approved

## 4. Co-option

- To consider applications received from those wishing to be co-opted.

## 3. Public open session including reports from external groups/members

Any member of the public who wishes to speak must make their intention known at the beginning of the meeting. Any speakers must be registered electors in the parish.

## 4. Grounds Maintenance

- To consider and approve the grounds maintenance schedule.

## 5. Policies

- To consider the new or updated versions of the following policies:
  1. Financial Regulations
  2. Standing Orders
  3. Document Retention and Disposal
  4. GDPR General Privacy Notice
  5. Grants
  6. Investment
  7. Publication Scheme
  8. Committee and Working Group

## 5. Committees

- To consider the formation/continuation and terms of reference for the following committees:
  1. Finance and Administration
  2. Planning and Licensing

3. Community Engagement and Events
  4. Neighbourhood Plan
  5. Environment
  6. Personnel and HR
- To consider and approve dates and venues of meetings from May onwards for those committees not already decided. .
  - To consider and approve membership for the approved committees.
  - To receive nominations for the election of committee chairs.

## **6. Finance**

- To receive and consider any payments to be made.
- To consider the recommendation to use Work Nest for ongoing HR assistance.
- To discuss issues around the 2023/2024 accounts/AGAR and internal audit.
- To receive, approve and sign the Annual Governance Statement
- To receive, approve and sign the Accounting Statements.

## **9. Grant requests**

- To consider the grant request from Etchinghill Village Hall

## **10. Correspondence and Information**

- To discuss the request from Lyminge Primary School concerning the maintenance of Tayne Field. We have been quoted 50 pounds plus VAT per cut for the KCC-owned part of Tayne Field.

## **11. Date of next meeting: 10th June 2024**