



To Parish Councillors, members of the public and press.

Members are hereby summoned and notice is given that the **Annual Parish Council Meeting** will be held in the **Newington Room at Newington Village Hall on Tuesday 28 May 2024 at 7pm**, when it is proposed to transact the following business:

1. ELECTION OF CHAIRMAN

To elect a Chairman and receive their Declaration of Office

2. ELECTION OF VICE CHAIRMAN

To elect a Vice Chairman and receive their Declaration of Office

3. COUNCILLOR VACANCIES

To receive an update and to co-opt new Members

4. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence

5. DECLARATIONS OF INTEREST

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Newington Parish Council Code of Conduct for Members and by the Localism Act 2011.

(i) The nature as well as the existence of any such interest must be declared. After declaring a Disclosable Pecuniary Interest, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

6. TO APPOINT COMMITTEES, COMMITTEE CHAIRMAN AND VICE CHAIRMAN

7. TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES

i. To confirm - Representatives at KALC Swale Committee Meetings

ii. To confirm and update - Councillors areas of Interest

8. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 30 APRIL 2024

i. To consider the minutes of the meetings and if in order sign as a true record

ii. Matters arising from the minutes

9. PUBLIC QUESTION TIME

This is a concessionary short session and will be limited to fifteen minutes. Three minutes per person will be allowed initially and only if time permits will further comments be heard.

10. VISITORS

i. Borough Councillors

ii. County Councillor

11. PLANNING

To receive an update

12. AMENITIES

i. To receive the minutes of the meeting of the Amenities Committee held on 21 May 2024 and consider the recommendations

ii. To agree litter picking equipment

iii. To consider tender for street light maintenance

13. SWALE BOROUGH COUNCIL LAND

To receive an update

14. VILLAGE VOICE AND MEDIA

To receive an update

15. FINANCE

i. Cheque list: to consider invoices for payment

ii. To consider Parish Council debit card

iii. Statement of Internal Control

iv. Any other finance matter received by 28 May 2024

16. REVIEW OF POLICIES

- Code of Conduct
- Standing Orders
- Finance Regulations
- NPC Risk Assessment

- Committee Terms of Reference
- HR Committee Terms of Reference
- Co-option Policy
- Cemetery and Graveyard Health & Safety Policy
- Cemetery and Graveyard Risk Assessment
- Memorial Bench Policy
- Record Management Policy
- Social Media Policy
- Data Protection Policy
- Sickness Absences Policy
- Dignity at Work Policy
- Equality & Diversity Policy
- Training Policy

17. REPORTS FROM MEMBERS

To receive reports from Members on KALC; Village Hall, School Governor; Meetings.

18. CORRESPONDENCE

19. ANY OTHER BUSINESS– This for information only and no decision can be made on items raised.

Date of next meeting: Tuesday 25 June 2024 at 7pm

Wendy Licence

Clerk to Newington Parish Council

Date: 23 May 2024

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.