

# St Mary Hoo Parish Council

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## TO THE MEMBERS OF THE COUNCIL

**NOTICE is hereby given that the Annual Parish Council Meeting will be held in the Function Room, Fenn Bell Inn, Fenn Street on Tuesday 22 May 2012, following the Annual Parish Meeting at 7.30 pm, which meeting Members are hereby summoned to attend.**

### AGENDA

- 1 Election of Chairman
- 2 To receive the Chairman's Declaration of Acceptance of Office or, if the Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council
- 3 Election of Vice-Chairman
- 4 To receive the Vice-Chairman's Declaration of Acceptance of Office or, if the Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council
- 5 Apologies for absence
- 6 Declarations of Interest and Members' Register of Interests
- 7 Casual Vacancy
- 8 To appoint members to Committees:
  - a Amenity Committee
- 9 To appoint representatives:
  - a Rural Liaison Sub-Committee (1)
  - b KALC Medway Area Committee (2)
  - c Police Liaison Committee (1)
- 10 To appoint to other posts
  - a Footpaths Officer
  - b Tree Wardens
  - c Pond Wardens
- 11 Minutes of the Meeting held on 27 March 2012- attached
- 12 Matters arising from the Minutes not otherwise on the Agenda
- 13 Planning
  - a Applications – none at date of agenda
  - b Decisions – none at date of agenda
  - c Appeals and Other Matters
  - d Licensing Applications
- 14 Finance – Appendix A
  - a Bank balances
  - b Cheques signed since last meeting
  - c Insurance renewal – Aon £411.67 (2011), Zurich £225
  - d Subscriptions
    - i. ACRK £35
    - ii. KALC £98.71

- e Accounts for payment
  - f To approve the accounts 2011/12
  - g Internal auditor's report
  - h To approve and sign the Audit Annual Return Statement of Accounts 2011/12
  - i To approve and sign the Audit Annual Return Governance Statement 2011/12
  - j Chairman's Allowance (budget £150)
- 15 Grant Applications
- 16 Amenity Committee
- a Nature Reserve
  - b Pond
  - c Footpaths
  - d Noticeboard at Rose Cottages
- 17 Rural Liaison Committee
- a Representative's report
  - b Rural Liaison Grant Projects
- 18 KALC/MAC
- a Representative's report *PH*
- 19 Police Matters
- a Police Liaison Committee representative's report
- 20 Communications
- a Magazine
  - b Web Site
- 21 Highways & Transport
- a Fenn Corner Roundabout *CH*
  - b St Mary's Cottages scheme
- 22 Consultation
- 23 Correspondence
- 24 Reports and Circulars
- a Kent Downs Orchid
  - b Clerks & Councils Direct
- 25 Date of next meeting
- 26 Any other urgent business at the Chairman's discretion
- No motions may be proposed nor decisions taken under this item

Roxana Brammer  
Parish Clerk

16 May 2012