



WHITFIELD PARISH COUNCIL

Dated this 9th May 2023

You are hereby summoned to attend a Meeting of the WHITFIELD PARISH COUNCIL, which will be held on **TUESDAY 16th MAY 2023, at the Sports Pavilion, Recreation Ground, Cranleigh Drive, Whitfield, Dover,** beginning at 7.30pm to transact the business shown on the agenda below.

Please do not attend if you or anyone in your household is unwell or has COVID-19 symptoms, or have tested positive and the recommended self-isolation period is not complete.

Maintain social distancing as far as possible from anyone you do not have regular contact with.

Respect those who may be cautious.

Use hand sanitizer when entering the building. Clean your hands often. Keep surfaces clean.

Please wear face coverings in confined areas.

Thank you.

Jo Matcham
PARISH CLERK

AGENDA

1. Apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest that Members may wish to make.

3. **APPOINTMENT OF CHAIR AND VICE-CHAIR**

To appoint the Chair for Whitfield Parish Council for the year 2023/2024.

To appoint the Vice-Chair for Whitfield Parish Council for the year 2023/2024

4. **CO-OPTION OF CANDIDATE**

To consider Co-Option to the Council of candidate Eleanor Brooks.

5. **COMPLETION OF ACCEPTANCE OF OFFICE FORMS**

To confirm the completion of Declaration of Office Forms for Councillors and to confirm – if necessary, completion at a later date.

6. **MINUTES**

To receive and approve the Minutes of the Parish Council Meeting held on 18th April 2023 (copy attached).

7. **PUBLIC PARTICIPATION**

8. **DOVER DISTRICT / KENT COUNTY COUNCILLORS' REPORTS**

To receive any reports from the Dover District Ward Councillor(s) and Kent County Councillor.

9. FINANCE AND RISK MANAGEMENT

To consider / review the Parish Council's Financial Risk Management document.
To consider / review the Parish Council's Statement of Internal Control document.
To consider / review the Parish Council's Asset Register.
To consider / review the Parish Council's Fixed Asset Register.
To consider / review the Parish Council's Financial Regulations.
To consider / review the Parish Council's Standing Orders.
To consider / review the level and provision of the Parish Council's insurance requirements.
To approve the use of variable Direct Debits for regular payments (BT, Biffa, EDF Energy, Castle Water, Smart Pension, Lloyds Bank Card Services and Viking Stationary).

10. POLICY AND PROCEDURE REVIEWS

To consider / review the Parish Council's Health and Safety Policy.
To consider / review the Parish Council's Lone Working Policy.
To consider / review the Parish Council's Complaints Procedure.
To consider / review the Parish Council's Grievance Procedure.
To consider / review the Parish Council's Disciplinary Procedure.
To consider / review the Draft Annual Leave Policy.
To consider / review the Parish Council Data Protection Policy.
To consider / review the Parish Council Publicity Policy.

11. COMMITTEES

To consider / review the delegation arrangements for the Finance Committee, Recreation Committee and Planning Committee.

To appoint members and Committee Chairs for the Finance Committee, Recreation Committee and Planning Committee for 2023/2024

To note / consider the Planning Applications received up to 8th May 2023 (copy attached)

To consider any matters relevant to the Planning Committee.

To consider any matters relevant to the Recreation Committee.

12. MEETING DATES FOR 2023

To confirm Whitfield Parish Council Meeting dates to the end of 2023.

13. ANNUAL RETURN

To note the Internal Auditor's completion of the Annual Internal Audit Certificate 2022/2023 and consider his full report (copy attached).

To consider and approve the Annual Governance Statement for 2022/2023 (copy attached).

To consider and approve the Bank Reconciliation for 2022/2023 (copy attached).

To consider and approve the Accounting Statements for 2022/2023 (copy attached)

To Consider and Approve the variance report (copy attached).

To receive and note the Confirmation of the Date of the Period for the Exercise of Public Rights (copy attached).

14. MATTERS ARISING

15. CORRESPONDENCE

16. REPORTS FROM REPRESENTATIVES

To receive any other reports from Councillors in respect of Meetings / Events attended as representative of Whitfield Parish Council.

To appoint Parish Council Representatives to any outside bodies (including KALC Area Committee, Whitfield Aspen School Travel Committee, Whitfield Village Hall Management Committee).

17. HIGHWAYS

To receive any updates in regard to the Whitfield Parish Council Highway Improvement Plan (HIP).

18. COUNCILLOR RECRUITMENT

To consider how to recruit more Councillors to Whitfield Parish Council

19. ANY OTHER BUSINESS

To receive any items for information only, not covered elsewhere on the Agenda.

20. MOTION TO EXCLUDE THE PUBLIC

To consider the exclusion of any public and press present.

21. CONFIDENTIAL ITEM