



# Vigo Parish Council

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## **ANNUAL PARISH COUNCIL MEETING (VIGO)**

NOTICE is hereby given that the Annual Parish Council Meeting (Vigo) will be held on **Monday 16<sup>th</sup> May 2022**, to which Council Members are summoned to attend.

The meeting will be held at 7.30pm in Vigo Village Hall (small hall)

### **AGENDA**

- 1) To elect the Chairman of Vigo Parish Council for the 2022/23 Council Year and to receive the declaration of acceptance of office from the Chairman.
- 2) To elect the Vice-Chairman of Vigo Parish Council for the 2022/23 Council Year and to receive the declaration of acceptance of office from the Vice-Chair.
- 3) To receive apologies for absence.
- 4) To receive declarations of Members' Interests.  
To remind all Members that if any of their disclosures on the Disclosable Pecuniary Interests form submitted to GBC have changed, they need to update their forms within twenty-eight days.
- 5) To note the minutes of the last Annual Parish Council meeting, held on 4<sup>th</sup> May 2021 (by zoom).  
(All matters arising have been referred to subsequent meetings).
- 6) To agree the schedule of the ordinary meetings (date, time and place) of the Full Council for 2022/2023 up to and including the next Annual Meeting.
- 7) To review and approve the Council's Standing Orders and Financial Regulations.
- 8) To review the Council's Delegation Policy.
- 9) To review the Council's Working Party Membership.
- 10) To review the Council's representatives on external bodies.
- 11) To approve appointment of Tree Wardens.
- 12) To review and approve the inventory of land and assets including buildings and office equipment (Asset Register).
- 13) To review and approve the Council's and/or employees' subscriptions to other bodies.
- 14) To review and approve the Council's Complaints Procedure.
- 15) To review and approve the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation.

- 16) To note the arrangements for insurance cover in respect of all insurable risks for 2021/2022.
- 17) To review and agree the Parish Council's Risk Assessment.
- 18) To confirm that all councillors will receive summons, agendas and minutes plus other correspondence via email.
- 19) To note that the council has ONE vacancy that can filled via co-option.
- 20) Finance:
  - To review the current bank account signatories and to approve any additional signatories.
  - To review of banking arrangements for 2022/2023.
  - To review of Audit arrangements for 2022/2023.
  - Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972.
  - To approve the list of regular payments (standing orders and direct debits) (to follow)
- 21) To review the following policies:
  - Media
  - Woodland Management & Tree Risk Assessment
  - CCTV
  - Privacy Statement
- 22) Chairs Announcements.

**The Parish Clerk Dated: 11<sup>th</sup> May 2022**

Circulation:

Council Members:	Cllrs P Banks, J Haslem, S Chaplin, M Germain, D Hawkins, M Jones, A White, A Woolway.
Member of Parliament:	Adam Holloway
County Councillor:	Cllr B Sweetland
Borough Councillors:	Cllr E Aslam, Cllr D Tiran
Gravesham Council:	Cllr J Burden
Community Warden:	M Cason
PCSO:	K Lowe
Parish Council Services:	P Agle, S Calvert