



Vigo Parish Council

Vigo Village Hall
The Bay, Vigo Village
Gravesend
Kent DA13 0TD
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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 15th May 2023**, 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 2023/24 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 2023/24 Council Year and to receive the declaration of acceptance of office from the Vice-Chairman. *
- 3) To receive apologies for absence.
- 4) To receive Declaration of Acceptance of Office forms from Councillors (must be completed on or before this 15th May meeting). *
- 5) To receive Notification of Disclosable Pecuniary Interests, Non-Pecuniary Interests and Gifts and Hospitality form, or to agree the deadline for completion of the form. All forms have to be completed within 28 days of election. **
- 6) To approve the minutes of the Full Parish Council Meeting held on 17th April 2023. (Matters arising from the 17th April 2023 meeting will be discussed at the Full Council Meeting on 22nd May 2023). **
- 7) To agree the schedule of the ordinary meetings (date, time and place) of the Full Council for 2023/2024 up to and including the next Annual Meeting. **
- 8) To review and approve the Council's Standing Orders and Financial Regulations. ***
- 9) To review the Council's Delegation Policy. **
- 10) To review the Council's Working Party Membership. *
- 11) To review the Council's representatives on external bodies.
- 12) To approve appointment of Tree Wardens.

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- 13) To review and approve the inventory of land and assets including buildings and office equipment (Asset Register). **
- 14) To review and approve the Council's and/or employees' subscriptions to other bodies.
- 15) To review and approve the Council's Complaints Procedure. ***
- 16) To review and approve the Council's GDPR Policy. ***
- 17) To note the arrangements for insurance cover in respect of all insurable risks for 2022/2023.
- 18) To review and agree the Parish Council's Risk Assessment. **
- 19) To confirm that all councillors will receive summons, agendas and minutes plus other correspondence via email.
- 20) Finance:
 - To review the current bank account signatories and to approve any additional signatories.
 - To review of banking arrangements for 2023/2024.
 - To review of Audit arrangements for 2023/2024.
 - 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).
- 21) To review the following policies:
 - Media Policy ***
 - Woodland Management (Tree Policy) & Tree Risk Assessment ***
 - CCTV Policy ***
 - Privacy Statement ***
 - Solar Panel Policy ***
 - Use of Village Green Policy ***
- 22) Chairs Announcements.
- 23) To discuss Retrospective Planning Application 20230443: Retention of Partially Erected Outbuilding at 46 Timberbank, Vigo.
- 24) To discuss site meeting held at 51 Timberbank and consider the application to relocate the side garden fence.
- 25) Any other business.

The Parish Clerk Dated: 10th May 2023

* Forms will be provided by the Clerk at the meeting.

** Documents emailed to all Councillors with Agenda.

*** Please refer to www.vigo-pc.gov.uk to view these documents prior to the meeting.