



# 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  
**Thursday 8<sup>th</sup> May 2025**, to which Council Members are summoned to attend.

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

### AGENDA

- 1) To elect the Chairman of Vigo Parish Council for the 2025/26 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 2025/26 Council Year and to receive the declaration of acceptance of office from the Vice-Chairman.
- 3) To receive apologies for absence.
- 4) Declarations of Members' Interests:
  - To remind Members that if disclosures on their Disclosable Pecuniary Interest Forms have changed, they should update their forms within 28 days.
  - To receive declarations of interests for the meeting (if any).
- 5) To approve the minutes of the Full Parish Council Meeting held on 10<sup>th</sup> April 2025. (\*)  
(Matters arising from the 10<sup>th</sup> April 2025 meeting will be discussed at the Full Council Meeting on 15<sup>th</sup> May 2025).
- 6) To agree the schedule of the ordinary meetings (date, time and place) of the Full Council for 2025/26 up to and including the next Annual Meeting. (\*)
- 7) To review and approve the Council's Standing Orders. (\*)
- 8) To review and approve the Council's Financial Regulations. (\*)
- 9) To review and approve the Code of Conduct (no change)
- 10) To review the Council's Delegation Policy. (\*)

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- 11) To review the Council's Working Party Membership. (\*)
- 12) To review the Council's representatives on external bodies.
- 13) To approve appointment of Tree Wardens.
- 14) To review and approve the Council's and/or employees' subscriptions to other bodies.
- 15) To review and approve the inventory of land and assets including buildings and office equipment (Asset Register). (\*)
- 16) To note the arrangements for insurance cover in respect of all insurable risks for 2025/26.
- 17) To review and agree the Parish Council's Risk Assessment. (\*)
- 18) To review and agree the Emergency Plan
- 19) To confirm that all councillors will receive summons, agendas and minutes plus other correspondence via their COUNCIL email address.
- 20) Finance:
  - To review the current bank account signatories and to approve any additional signatories.
  - To review of banking arrangements for 2025/26.
  - To review of Audit arrangements for 2025/26 (appointment of Internal Auditor).
  - 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) End of Year Finance:
  - To note the internal audit report from Lionel Robbins, for the year ended 31.03.25. (\*)
  - To review the effectiveness of the System of Internal Control. (\*)
  - To review and complete the Annual Governance Statement for 2024/25, (AGAR section 1). (The System of Internal Controls supports this document). (\*)
  - To review and agree the Accounting Statements 2024/25 (AGAR section 2). (\*)
  - To agree and approve the supporting documentation for the AGAR (bank reconciliation, and explanation of significant variances). (\*)
  - To agree the dates for the Exercise of Public Rights (proposed dates Tuesday 3<sup>rd</sup> June to Monday 14<sup>th</sup> July 2025).
  - To establish if there are any conflicts of interest between Parish Council Members and the External Auditor (Mazars LLP).
- 22) To review and approve the following policies:
  - CCTV Policy (no change)
  - GDPR Policy (no change)
  - Complaints Procedure (no change)
  - Solar Panels Policy (no change)
  - Covenant Policy (no change)
  - Grant Award Policy (no change)
  - Woodland Management (Tree Policy) & Tree Risk Assessment (no change)
  - Privacy Statement (no change)
  - Media Policy (no change)

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- Use of Village Green Policy (no change)
- Memorial Bench Policy (no change)

23) Chairs Announcements.

24) Any other business.

(\*) Papers circulated with this agenda.

*Joanne Glass*

**The Parish Clerk Dated: 29<sup>th</sup> April 2025**