



Vigo Parish Council

Vigo Village Hall
The Bay, Vigo Village
Gravesend
Kent DA13 0TD
Tel: 01732 823337
Email: clerk@vigo-pc.gov.uk
Web: www.vigo-pc.gov.uk

TO ALL MEMBERS OF THE COUNCIL: NOTICE is hereby given that the Annual Parish Council Meeting (Vigo) will be held on **Thursday 18th May 2025**, to which Council Members are summoned to attend. The meeting will be held at 8.00 pm in Vigo Village Hall (small hall)

AGENDA:

- 1) To elect the Chairman of Vigo Parish Council for the 2026/27 Council Year and to receive the declaration of acceptance of office from the Chairman.
- 2) If agreed, 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 agree the schedule of the ordinary meetings (date, time and place) of the Full Council for 2026/27 up to and including the next Annual Meeting. (*)
- 6) To note that the Parish Council continues to meet the eligibility criteria for the General Power of Competence under the Localism Act 2011.
- 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. (**)
- 10) To review the Council's Delegation Policy. (**)
- 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 2026/27.
- 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 internal control schedule. (*)
 - To review the current bank account signatories and to approve any additional signatories.
 - To review of banking arrangements for 2026/27
 - To review of Audit arrangements for 2026/27 (appointment of Internal Auditor).
 - To approve the list of regular payments (standing orders and direct debits).
- 21) To review and approve the following policies: all available at www.vigo-pc.gov.uk
 - CCTV
 - Complaints
 - Co-option
 - Covenant
 - Equality & Diversity
 - Grant Awards
 - Freedom of Information
 - Media
 - Memorial Bench
 - Privacy Statement
 - Solar Panels Policy
 - Training & Development
 - Woodland Management
 - Tree Risk Assessment
 - Use of Village Green

This meeting will be followed immediately by a Full Ordinary Council Meeting.

(*) Papers to be circulated prior to the meeting

(**) Documents available on the Parish Council website www.vigo-pc.gov.uk

Joanne Glass

The Parish Clerk Dated: 13th May 2026