



# FRINDSBURY EXTRA PARISH COUNCIL

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C/05/24/1-21

## TO THE MEMBERS OF THE COUNCIL

NOTICE is hereby given that the Annual Parish Council Meeting will be held at the Memorial Hall, Holly Road, Wainscott on **Tuesday 28 May 2023 at 7:00 pm**, which meeting Members are hereby summoned to attend. **A presentation on the Arethusa Development will be held from 7-7:30pm and the Parish meeting will resume after.**

### AGENDA

- 1 **Election of Chairman**
- 2 **To receive the Chairman's Declaration of Acceptance of Office or, if the Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council**
- 3 **Election of Vice-Chairman**
- 4 **To receive the Vice-Chairman's Declaration of Acceptance of Office or, if the Chairman is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council**
- 5 **Apologies**
- 6 **Declarations of Interest**
- 7 **To appoint Committees**
  - a Planning Committee – Chair currently Cllr Sparks
  - b Finance Committee – Chair currently Cllr Sparks
  - c Personnel Committee – Chair currently Cllr Roach
- 8 **To appoint other Council groups**
  - a Wainscott Fields Working Group
  - b Neighbourhood Plan Steering Group – Chair currently Cllr Ashton
- 9 **To appoint representatives to outside bodies:**
  - a Rural Liaison Committee (1) currently Cllr Millsom
  - b KALC Medway Area Committee (2) currently Cllrs Moore and Roach
  - c Police Liaison Committee (1) currently Cllr Onimole
  - d Memorial Hall Management Committee (1) currently Cllr Sparks
- 10 **To appoint to other posts**
  - a Footpaths Officers – currently Cllr Roscow and Mr Dennis Weatherby
- 11 **To appoint to other Responsibilities**
  - a Park Rangers – currently Cllrs Williams, Etheridge, Sparks and Liddell
  - b Magazine Liaison – currently Cllr Etheridge
  - c Neighbourhood Watch – currently Cllr Millsom
  - d Social Media Liaison – currently Cllr Roach
  - f Schools Liaison – currently Cllr Roscow and Cllr Liddell
- 12 **Any other business of an urgent nature to be taken at the end of the meeting**
- 13 **Minutes of the Meeting of the Council held on 23 April 2024 – attached**
- 14 **Matters arising from the Minutes not otherwise on the Agenda**
- 15 **Footpaths**
  - a Representative's report AR
- 16 **Planning – Appendix A**
  - a Applications
  - b Decisions
  - c Appeals and Other Matters
  - i Upnor House Boat
- 17 **Finance – Appendix B**
  - a Bank Balances
  - b Paid since last meeting
  - c Accounts for payments
  - d Reserves

- e To adopt accounts 2023/24
- f Internal Audit Report
- g To agree and sign the Audit Return governance statement 2023/24
- h To agree and sign the Audit Return statement of accounts 2023/24
- i Chairman's allowance (budget figure £500)
- 18 **Grant Applications**
- 19 **Management of the Council's land and property**
  - a **Recreation Ground/Hall Garden/Playpark** JW
  - b **Wainscott Fields Open Space/Playpark** GE
  - c **Wainscott Fields Working Group** EJ/CS
  - d **Schooner Walk Open Space/Playpark** CS
  - e **Coomber Green Open Space/Playpark** CL
  - f **Allotments**
  - i General Matters AG
  - ii New Allotment Site
  - g **Lower Upnor Green**
  - h **Woodlands**
  - i **Noticeboards**
  - j **Defibrillators**
- 20 **Upnor**
- 21 **Neighbourhood Plan**
- 22 **Frindsbury Extra Memorial Hall**
- 23 **Highways & Transport**
- 24 **Rural Liaison Committee**
  - a Representative's report AM
- 25 **KALC/MAC**
  - a Representatives' report GM,VR
- 26 **Police Matters**
  - a Police Liaison Committee representative's report OO
  - b Neighbourhood Watch AM
- 27 **Communications**
  - a Website EJ/AG
  - b Magazine GE
  - c Social Media EJ/AG
- 28 **Correspondence**
- 29 **Dates of Meetings 2024/25**
  - a December Meeting 4<sup>th</sup> Tuesday is Xmas Eve, suggested date Tuesday 17<sup>th</sup>
  - b Annual Parish Meeting 2025, suggested date Tuesday 6<sup>th</sup> May
  - c Annual Parish Council Meeting 27 May 2025

All other full Parish Council meetings will be on the fourth Tuesday of every month, except August when no meeting is held.

**SUSPENSION OF MEETING FOR MEDWAY COUNCILLORS' REPORTS**

**CONFIDENTIAL SECTION**

- 30 **Resolution to exclude the Press and Public**
- 31 Health and Safety
  - a Play Park Repairs



Emma Johnson  
Parish Clerk  
16th May 2024