

Capel Parish Council Annual Parish Council Meeting

I summon you to attend the Annual Meeting of Capel Parish Council at the **Five Oak Green Church, Badsell Road, Five Oak Green, on Wednesday 22nd May 2019 at 7.30 pm** when the business detailed on this Agenda will be considered.

COUNCILLORS – Hugh Patterson, Maggie Fenton, Charles Mackonochie, Trevor Sawyer, Ashley Saunders, Jim Young, Chris Parker & Robin Hollamby

Members of the Public and the Press are welcome to attend this meeting. At the Chairman's discretion, 15 minutes will be set aside for questions from members of the public each one of whom may be invited to speak for a maximum of 3 minutes in total relating to items on the Agenda or about issues of local concern.

Members of the public have the right and are welcome to stay and observe the Meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1.

Please inform the Clerk if you intend to film or record the Meeting.

AGENDA

Minuted No	
	1. ADMINISTRATION Sign in sheet, Fire Exits, Fire Meeting Point, Mobile Phones, intention to record or film the meeting.
81	2. ELECTION OF CHAIRMAN - on being elected, is to sign a Declaration of Acceptance of Office.
82	3. APOLOGES FOR ABSENCE
83	4. DECLARATION OF INTEREST - To receive Declarations of Interest on Agenda items and Members are reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests.
84	5. MINUTES - To resolve that the Minutes of the meeting of Council held on 16th May 2018. Members are reminded that the only issue relating to the minutes that can be discussed is their accuracy.
85	6. CHEQUE SIGNATORIES
86	7. APPOINTMENTS a. To elect a Vice Chairman of the council b. To consider and approve any changes to Council' s Committee structure. c. To agree appointments of Members to Council's Committees and Other Appointments d. To agree Chair and Vice Chair of all Committees. a. <i>Planning Committee</i> b. <i>Finance and Resources Finance Committee (inc Risk & Audit portfolio)</i> c. <i>Flooding Committee & Emergency Planning</i> d. <i>Recreation Ground Improvement & Regeneration Committee</i> e. <i>House & Memorial Cottages Committee</i> f. <i>Staff, Office & Administration Committee</i> g. <i>Local Plan Working Party</i>
87	e. SELECTION OF REPRESENTATIVES TO OTHER BODIES a. <i>Emergency Planning - (2 representatives)</i> b. <i>Community Liaison Rep. Kent Association of Local Councils – (2 representatives)</i>

	<p>c. <i>Parish Magazine Committee – (1 representative)</i></p> <p>d. <i>FOCC (Friends of Capel Church) - (1 representative)</i></p>
88	5. To receive Questions from the Public and the Press.
89	6. To receive Questions from Members
90	7. Date of next meeting – Full Council meeting Monday 25th June 2019.

Clerk – Emma Ivory clerk@capelpc.co.uk

Responsible Financial Officer – Michelle Rumble finance@capelpc.co.uk