

## **HARBLEDOWN AND ROUGH COMMON PARISH COUNCIL**

The Annual Parish Council Meeting of Harbledown and Rough Common Parish Council will be held at **St Mary's Hall Upper Harbledown** on Monday 20th May 2013 at 7.30p.m. to transact the business set out below.

**ALL RESIDENTS OF THE PARISH ARE INVITED TO ATTEND**

David Frost  
Parish Clerk  
3rd May 2013

**All Planning applications and plans received since the previous meeting will be on display from 7.15 p.m.**

### **AGENDA**

1. Election of Chairman
2. Declaration of Chairman's acceptance of office and agreement to abide by the code of conduct
3. To confirm that all Councillors have received their summons to attend this meeting and that the public notices have been received correctly.
4. Alterations to the Register of Councillors' Interests and Declaration of Interest on Items on the Agenda
5. Apologies for Absence
6. Election of Vice Chairman
7. Minutes of the meeting held on 29th April 2013
8. Matters arising

*At this point the Chairman will ask whether any resident of the Parish wishes to address the Council or ask any question about any agenda item. If so the Chairman will call that person at the appropriate time.*

9. Appointment of Committees and acceptance of Terms of Reference:
  - Finance
  - Open Spaces and Allotments
10. Appointment of Councillors with Portfolios:
  - Footpaths and Tree Matters
  - Highways
  - Newsletter
11. Appointment of representatives to serve on the No Man's Orchard Committee
12. Appointment of representatives on the area committee of the Kent Association of Parish Councils

13. Appointment of representatives for local association:  
Rough Common Village Hall
14. Appointment of Tree Warden for the Parish
15. Appointment of Councillors to act as police liaison members
16. To receive the list of assets of the Council
17. To receive the Financial Statement for the year ended 31 March 2013
18. To review the value of goods and services above which three or more estimates are sought
19. Committee Reports
  - i. Finance
  - ii. Open Spaces and Allotments
20. Reports of Councillors with Portfolios
  - i. Footpaths and Tree Matters
  - ii. Highways
  - iii. Newsletter
21. Planning Applications
22. Reports of Councillor representatives
  - i. No Man's Orchard
  - ii. Police Liaison
  - iii. Rough Common Village Hall
  - iv. KALC
23. Up date Status on Other Items
24. Correspondence
25. Finance and Accounts for payment
26. Future Issues

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**Date of Next Meeting – 7.30 p.m. Monday 24th June, 2013 at St Michael's Church Hall, Harbledown.**