



# **AYLESFORD PARISH COUNCIL**

## **ANNUAL MEETING OF AYLESFORD PARISH COUNCIL**

**Members are hereby summoned to, and notice is given that the Annual Meeting of the Council is to be held on Tuesday 13 May 2025 in Aylesford Football Club Pavilion, Aylesford, commencing at 7:15pm, when the following business is proposed to be transacted.**

**1. Election of Chair of the Council**

**2. Declaration of Acceptance of Office**

**3. Apologies for absence**

**4. Declarations of Interest additional to those contained in the Register of Members' Interests**

**5. Election of Vice-Chair of the Council**

**6. To confirm as a correct record the Minutes of the Council Meeting held on 18 March 2025 - Attached**

**7. Matters Arising from the previous minutes (including those which required Members' action)**

**8. Announcements from the Chair**

**9. Adjournment of the meeting to allow for public participation** (Pursuant to Standing Order 3 e & g Members of the public may make representation, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A member of the public shall not speak for more than the time set in the Standing Orders).

**9.2 Kent Police**

**9.3 To receive the report of the County Councillor**

**9.4 To receive the report of the Borough Councillors**

**10. To review and approve the Standing Orders**

**11. To review and approve the Annual Risk Assessment**

**12. To review and approve the Financial Regulations**

**13. To Review and approve the Financial Risk Assessment**

**14. To review and approve the S101 Delegation of Powers**

**15. To review and approve the Terms of Reference of Committees and Sub Committees**

**16. To review and adopt the Kent Code of Conduct for Members**

**17. To review the Asset Register**

**18. To review and approve the Grant Award Policy**

**19. To review and adopt the Information and Data Protection Policy**

**20. To review and adopt the Privacy Notice**

**21. To review and adopt the Code of Practice for Handling Complaints**

**22. To review and adopt the Cyber Security Policy**

**23. To appoint representatives to Outside Bodies**

Aylesford Village Community Centre Committee  
Blue Bell Hill Village Hall Committee  
Tunbury Hall Committee  
Kent Association of Local Councils  
Tonbridge & Malling Parish Partnership Panel  
United Charities of Burham  
Climate Change Forum

**24. Casual Vacancies**

There is currently one vacancy for Eccles Ward.

**24.1 To consider Co-opting a resident for Aylesford South Ward**

**For Decision**

**25. Decisions taken under S101 Delegated Authority**

Clerk to report

**26. Committee Reports/Minutes: to receive and note; to deal with any matters arising**

**28.1 Policy and Resources – 8 April and 6 May 2025**

**28.2 Environmental Services – 8 April and 6 May 2025**

**28.3 Planning – 18 March, 8 April and 6 May 2025**

**27. Accounts for Payment**

To agree the Payment Schedule

**28. To approve the Annual Return for 2024-25**

**28.1. Section 1, Annual Governance Statement 2024-25**

**28.2. Section 2, Annual Accounting Statement 2024-25**

**28.3. To approve the dates for the exercise of Public Rights of Inspection**

**29. To consider and agree the renewal of the Councils Annual Insurance Policy**

**30. Meeting Calendar 2025/26**

To approve the meeting dates for 2025/26.

**31. Request received from Aylesford Football Club**

Clerk to report on request received to host their annual Community Fun Day and Girls Football Tournament on Forstal Recreation Ground on 28<sup>th</sup> and 29<sup>th</sup> June 2025.

**32. To consider any other items of correspondence**

*Allan Sullivan*  
**Chair**

**Date: 8 May 2025**