



# Broomfield and Kingswood Parish Council

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## Notice of a Meeting of the Parish Council

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To: All Councillors

You are hereby summonsed to attend a Meeting of the Broomfield and Kingswood Parish Council to be held at the Village Hall, Gravelly Bottom Road, Kingswood on Monday 17<sup>th</sup> October 2016 at 7.30pm.

Dated 10<sup>th</sup> October 2016. Signed: Gail Gosden Parish Clerk

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**Public Forum** - The Chairman will invite members of the public to speak prior to the start of the Meeting, relating to the Agenda or local issues, to a maximum of fifteen minutes and one minute per speaker. You are requested to state your name and address prior to speaking.

### AGENDA

Apologies for Absence

1. **Councillors Declarations (Regarding Agenda Items)**
  - 1.1 Declaration of Acceptance of Office to be signed by Gareth Davies
  - 1.2 Lobbying
  - 1.3 Personal Interest
  - 1.4 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)
2. **Approval of Minutes**
  - 2.1 Minutes of the Parish Council Meeting held 15<sup>th</sup> August 2016
  - 2.2 Minutes of the Planning Committee held 19<sup>th</sup> September 2016
  - 2.3 Minutes of Parish Council Meeting held 19<sup>th</sup> September 2016
3. **Actions & Outcomes – Clerk**
4. **Kent County Council - County Councillor - Maidstone Rural East - Jenny Whittle**
5. **Maidstone Borough Council – Ward Councillor - Gill Fort**
6. **Policing**
  - 6.1 Crime figures and Police report –
7. **Finances – Clerk**
  - 7.1 Responsible Finance Officer's report
  - 7.2 Bank reconciliation – September 2016
8. **Review of Policies & Procedures – Clerk**
  - 8.1 Review and adoption of Standing Orders
  - 8.2 Review and adoption of Committee Terms of Reference
  - 8.3 Review of Financial Regulations
  - 8.4 Review of Financial Risk Assessment

9. Village Maintenance & Handyman– Clerk
10. Website Provision - Clerk
11. Neighbourhood Plan - Clerk
12. Sports Field – Clerk
  - 12.1 Signage at the Sports Field
  - 12.2 CCTV update
  - 12.3 Incident report at Sports Field
13. Archive & Storage Solutions – Cllr Darling
14. Parish Council Office Provision - Cllr Darling
15. Parish News – Cllr Clark
16. Committee Membership – Clerk
17. Reports
18. Any Other Information
19. Items for next Meeting’s Agenda
20. Parish Council Meetings

The next Meeting of the Parish Council will be held on Monday 21<sup>st</sup> November 2016 at The Village Hall, Gravelly Bottom Road, Kingswood from 7.30pm.

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