



SANDGATE PARISH COUNCIL ANNUAL MEETING

Date: 21 May 2019 Time: 7.00pm

Venue: Sandgate Council and Library, Sandgate High Street.

To ALL MEMBERS OF SANDGATE PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend a Sandgate Council meeting on the date and at the time and place shown above. The meeting will be open to the press and public. *Sandgate Parish Clerk*

Public Questions and a short update from Sandgate's PCSO will take place before the start of the meeting. Twenty minutes have been set-aside for the public to ask questions of the Council. **Each member of the public wishing to put a question will inform the Parish Clerk at the time of their arrival at the meeting and questions will be put accordingly. Speakers will be allowed a maximum of two minutes to put his or her question.** The Council will endeavour to answer any question put to it but may have to respond to the questioner at a later date or consider placing the matter on the agenda for the next meeting.

Councillors are reminded that before they can participate in this meeting they need to complete their declaration of acceptance of office form and their disclosure of pecuniary interests form.

AGENDA

1. **Election of Chairman and Vice-Chairman for 2019-20**
2. **Apologies for absence**
2. **Declarations of Interest** Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Council's Code of Conduct and by the Localism Act 2011.
3. **Minutes of the Parish Council meeting held on 16 April 2019 to be confirmed as a correct record and signed**
4. **Chairman's opening remarks**
5. **Planning Committee report (GF)**
6. **Governance review – report circulated**
7. **Delegation arrangements to committees, sub-committees, staff and other local authorities**
 1. To consider the circulated terms of reference for committees
 2. To confirm the continuation of the same arrangements for staff 2019-20 as 2018-19.
8. **Appointment of members to committees**

To confirm the appointments as set out in Appendix A to this agenda.
9. **Review and adoption of appropriate standing orders, financial regulations and other governance arrangements**

To consider the following which have been circulated:

 - Standing orders
 - Financial regulations
 - Asset register (confidential)
 - Risk register
 - Statement of internal control

- 10. Schedule of meetings for 2019-20**
To confirm the schedule of meetings of the Council and its committees for 2019-20 as attached as Appendix B to this agenda.
- 11. Chairman's correspondence**
- 12. 2018/19 and 2019/20 Finance report (RFO)**
- 13. KALC report (GF)**
- 14. Twinning (AW)**
- 15. Information – to bring any other matters to the Council's attention**
- 16. Date of the next meeting – Tuesday 18 June 2019 at 7 pm**