



## Leysdown Annual Parish Council Meeting

To: All Parish Councillors, in accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend the next meeting of Leysdown Parish Council Meeting on Tuesday 27<sup>th</sup> May 2025 at 19.00

The meeting will be at:

Leysdown Village Hall, Wing Road, Leysdown-On-Sea, Kent, ME12 4EA

**Sarah Poole Proper Officer to Leysdown Parish Council FSLCC 12.05.25**

### AGENDA – ANNUAL PARISH COUNCIL MEETING

#### In accordance with Standing Orders

Meetings are recorded as per Standing Orders

At the start of the meeting the Chairman will confirm if all or part of the meeting is being audio recorded. The whole of the meeting will be recorded, except where there are confidential or exempt items.

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|-------------------------|---|
| <b>LOSAMPM24/25 - 1</b> | <b>Welcome</b>  |
| <b>LOSAMPM24/25 – 2</b> | <b>Election of Chairman for 2025/26</b><br><i>Declaration of Acceptance</i>   |
| <b>LOSAMPM24/25 - 3</b> | <b>Election of Vice-Chairman for 2025/26</b><br><i>Declaration of Acceptance</i>  |
| <b>LOSAMPM24/25 – 4</b> | <b>Apologies for Absence</b>  |
| <b>LOSAMPM24/25 – 5</b> | <b>Declarations of Interest</b><br><i>For Members to make or receive declarations of Disclosable Pecuniary or Non-Pecuniary Interests regarding items on the agenda under the Council's adopted Code of Conduct.</i>  |
| <b>LOSAMPM24/25 – 6</b> | <b>Agree the last Annual Parish Council meeting minutes, held on 9<sup>th</sup> May 2024. (All matters arising have been referred to subsequent meetings)</b>   |
| <b>LOSAMPM24/25 – 7</b> | <b>Election of Committees</b><br>a. Appointment of Members to Planning and Transportation Committee (5 members) - Declaration of Acceptance<br>b. Appointment of Members to Finance Committee (4 members) - Declaration of Acceptance<br>c. Appointment of Members to the Staffing Committee (4 members)- Declaration of Acceptance |

Mrs Sarah Poole – Proper Officer and RFO

Wing Road, Leysdown-On-Sea, Kent, ME12 4EA. [rfo@leysdownparishcouncil.gov.uk](mailto:rfo@leysdownparishcouncil.gov.uk) | 01795 511277

- d. Appointment of Members to the Footpath, Properties and Greens Committee (4 members)- Declaration of Acceptance
- e. Appointment of any new committees in accordance with standing order 4

**LOSAMPM24/25 – 8 Working Groups**

- a. Appointment of Members to Litter Picking Wombles
- b. Appointment of Members to HIP working Group
- c. Appointment of Members to Christmas Lights Working Group

**LOSAMPM24/25 – 9 Review of Delegates to Represent on the Outside Bodies:**

- a. Village Hall Committee (if applicable)
- b. Local KALC – Rural Parishes
- c. Joint Transportation Board
- d. Greenways Light Railways
- e. Sheppey Area Committee
- f. Sheppey Island Forum

**LOSAMPM24/25 - 10 Internal Administrative Appointments**

- a. Internal Financial Controls Official
- b. Annual Parish Report Officer
- c. Newsletter Officer

**LOSAMPM24/25 – 11 Acceptance of Standing Orders and Financial Regulations**

**LOSAMPM24/25 – 12 Acceptance of Council Policies and Procedures**

- a. Communications Protocol
- b. Community Engagement
- c. Customer Care Policy
- d. Equality and Diversity Policy
- e. A Guide to Attending and Speaking at Meetings
- f. Lone Worker Policy
- g. Procedure for Conducting Co-options
- h. Training Statement of Intent
- i. Audio Recording, Filming, Photographing and Reporting of the Proceedings of Parish Council and Committee Meetings
- j. Vexatious Complaints Policy
- k. Child Protection Policy

**LOSAMPM24/25 – 13 Acceptance of the Councillors Code of Conduct**

**LOSAMPM24/25 – 14 Councillors members Basic Allowance for 2025-2026**

*(for elected members ONLY.)*

- LOSAMPM24/25 – 15      Review of the Risk Register**
- LOSAMPM24/25 – 16      To agree the schedule of the Ordinary Meetings**  
*(date, time and place) of Full Council for 2025/26, up to and including the Annual Meeting.*
- LOSAMPM24/25 – 17      Review of work with external bodies and arrangements for reporting back**
- LOSAMPM24/25 – 18      Review of the Council’s and/or staff subscriptions to other bodies**
- LOSAMPM24/25 – 19      Review of inventory of land and all other assets on Civil+ly**
- LOSAMPM24/25 – 20      Confirmation of arrangements for insurance cover 2025-2026**
- LOSAMPM24/25 – 21      Review of the Council’s expenditure incurred under s.137 of the LGA 1972**
- LOSAMPM24/25 – 22      Closure of Meeting**