

BROOK PARISH COUNCIL

Cllr A Betty
Cllr S Betty
Cllr F Penberthy
Cllr P Penberthy
Cllr V Redfern
Cllr A Wood

The Briars
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There will be a Meeting of Brook Parish Council held at the Village Hall, on Thursday, 22nd May 2025 at 5.15pm, and you are summoned to attend.

AGENDA

1. Election of the Chairman and any Vice-Chairman for the Council year 2025-26.
2. Completion of the Declaration of Acceptance of Office Form by the Chairman.
3. To receive and approve apologies for absence.
4. To receive any declarations of interest (Disclosable Pecuniary Interest and Other Significant Interests). The nature as well as the existence of any such interest must be declared.
5. To approve the minutes of the meeting held on 27th March 2025.
6. To discuss matters arising from the above minutes not covered by the agenda.
7. To receive a report from Borough Councillor.
8. Public session: To receive questions and comments from the public on any agenda item.
9. To confirm eligibility to use the General Power of Competence.
10. Appointment and scope of the Internal Auditor.
11. Appointment of Responsibilities:

Planning Committee (3 members)	Village Hall Representative
Highways and Environment Lead	KALC Representative
Wildlife/Trees lead	Caretaker Committee
Parish Council Newsletter Editor	
12. To review the effectiveness of the system of Internal Controls: Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance Statement.
13. Financial matters:
 - a) To approve the following financial documents:
 - i. To receive the end of the Year accounts.
 - ii. To complete the certificate of exemption on the Annual Governance and Accountability Return - To be completed only by smaller authorities where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review.
 - iii. To receive the report from the Internal Auditor.
 - iv. To approve the Annual Governance Statement 2024/25, section 1 of the AGAR for the year ending 31 March 25.

- v. To consider the Accounting Statements 2024/25 and approve the Accounting Statements 2024/25, section 2 of the AGAR for the year ending 31 March 2025 and the supporting Bank Reconciliation as at 31st March 2025 and the explanation of significant variance from 2023-24 to 2024-25. To ensure the Accounting Statements 2024/25 are signed and dated by the person presiding at the meeting.

b) To note/authorise the following:

- i. To note the Parish Council's financial position.
- ii. To authorise any payments.

- 14. To review Financial Regulations, Standing Orders, Asset Register and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks.
- 15. Review of the Council's and/or staff subscriptions to other bodies ie KALC.
- 16. Review of the Council's complaints procedure.
- 17. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information (*see also standing orders 11, 20 and 21*).
- 18. Review of the Council's policy for dealing with the press/media.
- 19. Review of the Council's employment policies and procedures.
- 20. To consider any changes to the Risk Assessment.
- 21. To receive the planning report.
- 22. To receive an update on the Open Spaces Policy.
- 23. To discuss the Recreation Ground.
- 24. To receive any updates on Highways/Environment.
- 25. To receive a Caretaker Report.
- 26. To receive the KALC Report.
- 27. Any Other Business (for information purposes only).

28. Date of next meetings:

17th July 2025

18th September 2025

20th November 2025

15th January 2026

19th March 2026

21st May 2026



T Block

Clerk to Brook Parish Council

Members of the public and press are welcome to attend and will be given an opportunity to speak on any matter on the agenda.