Hougham Without Parish Council

13 Victoria Road, Capel-le-ferne, CT18 7LR

Email: cathy.finnis@googlemail.com

**Wednesday 3rd May 2023**

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**To members of the Council**

You are hereby summoned to attend The Annual Business Meeting of Hougham Without Parish Council at Hougham Village Hall for conducting planning business (by invitation from the Clerk) on **Tuesday 9th May at 7.30pm** for the purpose of transacting the following business.

Cathy Finnis C.M. Finnis **Clerk to the Council**

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**Agenda**

**To be chaired by Cllr Bryan (outgoing Chair)**

1. **Declarations of Office** to be signed/handed to Clerk or representative (for 4 new Councillors)
2. **Election of Chair and Vice Chair – Chairing now taken over by new Chair**
3. **To agree co-options (vote as needed) – maximum of 7 Councillors**
4. **Declarations of Office** to be signed/handed to Clerk or representative (for up to 7 total councillors)
5. **Election of remainder of roles: Village Hall Representative, KALC Representative, Highways and Police.**
6. **To receive apologies for absence**
7. **To identify any member’s interests**
8. **To hear questions from the public**
9. **To agree the minutes** of the meeting held on **25th April 2023**.
10. **To consider matters** arising from meeting **25th April 2023**.
11. **To adopt the council’s code of conduct** document and council’s standing orders.
12. **To agree meetings set up** – day/time/frequency and ‘address book’.
13. **Member’s Disclosure of Pecuniary Interests**
14. **To update on defibrillators** – update regarding electrics and phone box improvements.
15. **To agree yearly payments list**
16. **To agree payments** as follows: -

Microsoft Office suite (paid back to Clerk) April 2023 15.98

Village Green maintenance (S. Withey) April 2023 plus stamp cost 65.00 +2.50

The next scheduled meeting of Hougham Parish Council is usually 2 months after the previous meeting. This will be informed in due course.