



C/05/26/1-31

## TO THE MEMBERS OF THE COUNCIL

NOTICE is hereby given that the Annual Parish Council Meeting will be held at the Memorial Hall, Holly Road, Wainscott on **Tuesday 26 May 2026 at 7:30 pm**, which meeting Members are hereby summoned to attend.

### AGENDA

- 1 **Election of Chair**
- 2 **To receive the Chair's Declaration of Acceptance of Office or, if the Chair is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council**
- 3 **Election of Vice-Chair**
- 4 **To receive the Vice-Chair's Declaration of Acceptance of Office or, if the Vice-Chair is not present, to resolve that such Declaration be made at or before the next Ordinary Meeting of the Council**
- 5 **Apologies**
- 6 **Declarations of Interest**
- 7 **To appoint Committees**
  - a Planning Committee – Chair currently Cllr Sparks
  - b Finance Committee – Chair currently Cllr Sparks
  - c Personnel Committee – Chair currently Cllr Roach
- 8 **To appoint other Council groups**
  - a Neighbourhood Plan Group – Chair currently Cllr Sparks
- 9 **To appoint representatives to**
  - a Rural Liaison Forum (1) currently Cllr Millsom
  - b KALC Medway Area Committee (2) currently Cllr Sparks and Cllr Roach
  - c Police Liaison Committee (1) currently Cllr Onimole
  - d Memorial Hall Management Committee (1) currently Cllr Sparks
- 10 **To appoint to other posts**
  - a Footpaths Officers – currently Cllr Roscow
- 11 **To appoint to other Responsibilities**
  - a Park Wardens – currently Cllrs Sparks, Cllr Martin, Cllr Liddell and Cllr Williams
  - b Neighbourhood Watch – currently Cllr Millsom
  - c Social Media Liaison – currently Cllr Roach
  - d Schools Liaison – currently Cllr Roscow and Cllr Liddell
- 12 **Any other business of an urgent nature to be taken at the end of the meeting**
- 13 **Minutes of the Meeting of the Council held on 28 April 2026 – attached**
- 14 **Minutes of the Meeting of the Annual Parish Meeting 5<sup>th</sup> May 2026 - attached**
- 15 **Matters arising from the Minutes not otherwise on the Agenda**
- 16 **Footpaths**
  - a Representative's report AR
- 17 **Planning – Appendix A**
  - a Applications
  - b Decisions
  - c Appeals and Other Matters
  - d Neighbourhood Plan KS
- 18 **Finance – Appendix B**
  - a Bank Balances
  - b Paid since last meeting
  - c Accounts for payments
  - d Reserves
  - e To adopt accounts 2025/26
  - f Internal Audit Report

	g	To agree and sign the Audit Return governance statement 2025/26	
	h	To agree and sign the Audit Return statement of accounts 2025/26	
	i	Chairman's allowance (budget figure £250)	
19		<b>Grant Applications</b>	
20		<b>Management of the Council's land and property</b>	
	a	<b>Recreation Ground/Playpark</b>	<i>JW</i>
	b	<b>Wainscott Fields Open Space/Playpark</b>	<i>CS</i>
	c	<b>Coomber Green Open Space/Playpark</b>	<i>CL</i>
	d	<b>Schooner Walk Open Space/Playpark</b>	<i>PM</i>
	e	<b>Allotments</b>	<i>KS</i>
	f	<b>Woodlands</b>	
	g	<b>Noticeboards</b>	
	h	<b>Defibrillators</b>	<i>JW/TA</i>
21		<b>Upnor</b>	
22		<b>Frindsbury Extra Memorial Hall</b>	<i>CS</i>
23		<b>Schools</b>	<i>CL/AR</i>
24		<b>Highways &amp; Transport</b>	
25		<b>Rural Liaison Forum</b>	
	a	Representative's report	<i>AM</i>
26		<b>Kent Association of Local Councils</b>	
	a	Representatives' report	<i>CS/VR</i>
27		<b>Police Matters</b>	
	a	Police Liaison Committee representative's report	<i>OO</i>
	b	Neighbourhood Watch	<i>AM</i>
28		<b>Communications</b>	
29		<b>Consultation</b>	
30		<b>Correspondence</b>	
31		<b>Dates of Meetings 2026/27</b>	
	a	Finance Meeting suggested date 3 <sup>rd</sup> November	
	b	December Meeting suggested date Tuesday 22 <sup>nd</sup> December	
	c	Annual Parish Meeting 2026, suggested date Tuesday 4 <sup>th</sup> May	
		All other full Parish Council meetings will be on the fourth Tuesday of every month, except August and December when no meeting is held and may need to be moved for Christmas.	

**SUSPENSION OF MEETING FOR MEDWAY COUNCILLORS' REPORTS**



Emma Johnson  
Parish Clerk  
14<sup>th</sup> May 2026