



FRINDSBURY EXTRA PARISH COUNCIL

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C/05/25/1-28

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 27 May 2025 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 Wainscott Fields Working Group
 - b Neighbourhood Plan Steering Group – Chair currently Cllr Sparks
- 9 **To appoint representatives to outside bodies:**
 - a Rural Liaison Committee (1) currently Cllr Millsom
 - b KALC Medway Area Committee (1) currently 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 Rangers – currently Cllrs Williams, Etheridge, Sparks and Liddell
 - 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 22 April 2025 – attached**
- 14 **Matters arising from the Minutes not otherwise on the Agenda**
- 15 **Footpaths**
 - a Representative's report AR
- 16 **Planning – Appendix A**
 - a Applications
 - b Decisions
 - c Appeals and Other Matters
 - d Neighbourhood Plan AHN
- 17 **Finance – Appendix B**
 - a Bank Balances
 - b Paid since last meeting
 - c Accounts for payments
 - d Reserves
 - e To adopt accounts 2024/25
 - f Internal Audit Report

	g	To agree and sign the Audit Return governance statement 2024/25	
	h	To agree and sign the Audit Return statement of accounts 2024/25	
	i	Chairman's allowance (budget figure £300)	
18		Grant Applications	
19		Management of the Council's land and property	
	a	Recreation Ground/Hall Garden/Playpark	<i>JW</i>
	b	Wainscott Fields Open Space/Playpark	<i>GE</i>
	c	Coomber Green Open Space/Playpark	<i>CL</i>
	d	Schooner Walk Open Space/Playpark	<i>CS</i>
	e	Allotments	<i>AHN</i>
	f	Woodlands	
	g	Noticeboards	
	h	Defibrillators	
20		Upnor	
21		Frindsbury Extra Memorial Hall	<i>CS</i>
22		Highways & Transport	
23		Rural Liaison Committee	
	a	Representative's report	<i>AM</i>
24		KALC/MAC	
	a	Representatives' report	<i>VR</i>
25		Police Matters	
	a	Police Liaison Committee representative's report	<i>OO</i>
	b	Neighbourhood Watch	<i>AM</i>
26		Communications	
	a	Website/Social Media	<i>EJ/AHN</i>
27		Correspondence	
28		Dates of Meetings 2025/26	
	a	Finance Meeting suggested date 4 th November	
	a	December Meeting suggested date Tuesday 23 rd December	
	b	Annual Parish Meeting 2026, suggested date Tuesday 5 th May	
	c	Annual Parish Council Meeting 26 May 2026	
		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
19th May 2025