

MERSHAM PARISH COUNCIL

Cllr Hawkins
Cllr McBarnett
Cllr Murphy
Cllr Pearson
Cllr Ross
Cllr Stewart
Cllr Wells

The Briars
The Street
Hastingleigh
Ashford Kent
TN25 5HU
01233 750415

The Annual Meeting of Mersham Parish Council will be held at St John the Baptist Church on Monday 19th May 2025 at 7.30pm, 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
3. To receive and approve apologies for absence
4. To receive declarations of interest (Disclosable Pecuniary Interests 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 meetings held on 28th April 2025
6. To discuss matters arising from previous minutes that are not covered by the agenda
7. To receive reports from the 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. To agree representatives on other Committees for 2025/26
 - a. Village Hall Representative
 - b. Caretaker Committee Representative
 - c. KALC Representative
 - d. Mersham Sports Club
11. Appointment and Scope of the Internal Auditor
12. To review the Terms of Reference for the Caretaker Committee
13. To receive any update regarding the creation of a green buffer zone in High Field/IBF. To include planting delays to the green buffer zone near Highfield Lane.
14. To receive an update on Highways issues (to include the Highways Improvement Plan)
15. To receive an update on the Village Hall
16. Planning matters: to authorise a response to any application(s) and to note any recent planning decisions by Ashford Borough Council or any correspondence on planning matters

See Appendix

17. To approve the Standing Orders, Asset Register and Risk Assessment and confirm arrangements for insurance cover in respect of all insured risks.

18. Review of the Council's subscriptions to other bodies ie KALC

19. Financial matters:

a) To approve the following financial documents:

- i. To receive the end of year accounts for 2024-25
- ii. To receive the report from the Internal Auditor
- iii. To approve the Governance Statement 2024/25, section 1 of the AGAR for the year ending 31 March 2025
- iv. To consider 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, the explanation of significant variance. To ensure that the Accounting Statements 2023/24 are signed and dated by the person presiding at the meeting.

b) To note the Parish Council's financial position for the beginning of the new Financial Year.

c) To authorise any payments

20. Any Other Business (for information purposes only):

21. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Monday 16th June 2025

Monday 15th September 2025

Monday 17th November 2025

Monday 16th February 2026

Monday 20th April 2026

Monday 21st July 2025

Monday 20th October 2025

Monday 19th January 2026

Monday 16th March 2026

Monday 18th May 2026



Tracey Block

Clerk to Mersham Parish Council

clerk.mershampc@gmail.com