



DOWNSWOOD PARISH COUNCIL

To all Members of the Council, Press and Public:

Members are hereby summoned and notice is given that a Annual Meeting will be held at **7.45pm at St Nicholas Church on Tuesday 5th May 2025** when the business detailed below is proposed to be transacted:

1. APOLOGIES FOR ABSENCE:

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting, under Section 85(1) of the LGA 1972, the members present must decide whether the reason(s) for a Member's absence shall be accepted.

2. NOTIFICATION OF INTENTION TO FILM/PHOTOGRAPH OR RECORD THE MEETING

3. DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS

4. TO ELECT THE FOLLOWING

- a) Chair (sign declaration of acceptance of office)
- b) Vice Chair (sign declaration of acceptance of office)

5. To determine the dates, times and venues of ordinary meetings of the council for the forthcoming year

6. TO ELECT THE FOLLOWING REPRESENTATIVES

- a) DCA (Downswood Community Association)
- b) KALC (Kent Association of Local Councils)
- c) Police
- d) Ward Cluster
- e) School
- f) Joint Parishes Transport Group

7. TO AGREE MEMBERSHIP OF THE FOLLOWING COMMITTEE

- a) Staffing Committee
 - i) To appoint members to the Staffing Committee
 - ii) To adopt the Staffing Committee Terms of Reference

8. TO CONSIDER ESTABLISHING THE FOLLOWING WORKING GROUPS (ADVISORY TASK-AND-FINISH) AND IF ESTABLISHED, TO APPROVE AND ADOPT THE RELEVANT TERMS OF REFERENCE AS CIRCULATED

- a) Christmas Lights & Tree
 - b) Finance
 - c) Open Spaces
 - d) Social
- Consider Requirements for Additional Committees / Working Groups
 - *Emma Hull* EMMA HULL - CLERK TO THE PARISH COUNCIL 29th April 2026