

# Capel Parish Council Annual Parish Council Meeting

**Wednesday 16<sup>th</sup> May 2018 at 7.30pm**  
**Five Oak Green United Church, Badsell Road, Five Oak Green**

**COUNCILLORS – Maggie Fenton, Hugh Patterson, Charles Mackonochie, Trevor Sawyer, Ashley Saunders, Bob Anthony, Jim Young, Chris Parker & Robin Hollamby**

**Emma Ivory - Clerk to the Council**  
**Michelle Rumble – Responsible Financial Officer**

## AGENDA

Minuted No	
	1. <b>ADMINISTRATION</b> Sign in sheet, Fire Exits, Fire Meeting Point, Mobile Phones a. Minutes of APCM of 2017 to be agreed and signed as a true and accurate record.
72	2. <b>ELECTION OF A CHAIRMAN</b>
73	3. <b>DECLARATION OF ACCEPTANCE OF OFFICE FOR THE CHAIRMAN</b>
74	4. <b>APOLOGIES FOR ABSENCE</b>
75	5. <b>ELECTION OF A VICE CHAIRMAN</b>
76	6. <b>CHEQUE SIGNATORIES</b>
77	7. <b>ELECTION OF MEMBERS TO COMMITTEES AND PORTFOLIOS</b>  a. <i>Planning Committee</i> b. <i>Finance and Resources Finance Committee (inc Risk &amp; Audit portfolio)</i> c. <i>Flooding Committee &amp; Emergency Planning</i> d. <i>Recreation Ground Improvement &amp; Regeneration Committee (inc allotment portfolio)</i> e. <i>House &amp; Memorial Cottages Committee</i> f. <i>Staff, Office &amp; Administration Portfolio (reporting to Finance &amp; Resources Committee)</i> g. <i>Parish Development Portfolio</i> h. <i>Highways, Traffic and Transportation Portfolio</i>
78	8. <b>SELECTION OF REPRESENTATIVES TO OTHER BODIES</b>  a. <i>Emergency Planning - (2 representatives)</i> b. <i>Community Liaison Rep. Kent Association of Local Councils – (2 representatives)</i> c. <i>Parish Magazine Committee – (1 representative)</i> d. <i>FOCC (Friends of Capel Church) - (1 representative)</i>