



Agenda

Birchington Parish Council

Meeting of the Full Council

Tuesday, 24th March 2026 at 6.30 pm

At The Library, Birchington CT7 9EG

Members of the public can attend the meeting.

Please contact the Parish Clerk by email:

[\(clerk@birchington-pc.gov.uk\)](mailto:clerk@birchington-pc.gov.uk)

to receive any of the agenda papers.

Public attendance is welcomed at this meeting with the caveat that the Chairman will invite and direct any representation and will be the sole arbiter on attendance and participation.

Members of the public wishing to speak at the meeting will be restricted to a maximum of 3 minutes.

To: Birchington Councillors and Representatives

You are hereby summoned to attend the a meeting of Birchington Parish Council which will be held on Tuesday 24th March at 6.30pm.

1. APOLOGIES FOR ABSENCE

2. ELECTION OF CHAIRMAN

To elect a Chairman.

The Chairman to sign a Declaration of Office as Chairman

3. ELECTION OF VICE-CHAIRMAN

To elect a Vice-Chairman.

4. DECLARATIONS OF INTEREST

To receive any declarations of pecuniary or non-pecuniary interests

5. MINUTES

To approve and sign the Minutes of the last meeting held on March 3rd 2026 and consider any matters arising.

6. CHAIRMAN'S REPORT AND PUBLIC PARTICIPATION

To receive a verbal report and consider any matters arising.

7. COMMITTEE TERMS OF REFERENCE

Committee Terms of Reference have updated to reflect the new Committee Structure agreed at Full Council on 03.03.2026 (Minute reference: FC/2025/120).

To receive and adopt the new Committee Terms of Reference.

8. STANDING ORDERS

Standing Orders Appendix A Scheme of Delegation has been updated to reflect the new Committee Structure agreed at Full Council on 03.03.2026 (Minute reference: FC/2025/120).

To receive and adopt Standing Orders.

9. MEMBERSHIP OF COMMITTEES

To appoint members to serve on the following committees. The Chairman and Vice Chairman of the Council will be ex-officio members of each Committee with full voting rights.

Finance, Policy and Governance Committee

Place and Environment Committee

Planning Applications Committee

Human Resources Committee

10. CALENDAR OF MEETINGS

To review and adopt the revised Calendar of Meetings – updated to reflect Committee Structure changes.

11. APPOINTMENT TO OUTSIDE BODIES

To agree that Cllrs Blankley and Fellows continue as representatives of Birchington Parish Council on the Thanet Area Committee until the Annual Meeting of the Council on May 5th 2026.

12. POLICIES

Financial Regulations

CCTV Policy

Code of Conduct

Complaints Procedure

Data Protection Policy

Document Retention and Disposal Policy

Email Contact Privacy Notice

Equality and Diversity Policy

General Data Protection Regulation Policy

Grant Scheme Policy

Grant Scheme Application Form over £500

Grant Scheme Application Form under £500

Health & Safety Policy

IT Policy

Internal Financial Controls

Risk Management Policy and Statement

Social Media Policy

Terms of Reference – Standing Committee

Vexatious Person Policy

Virement Policy

To note all policies are in place on the Parish Council website.

[Policies and Procedures – Birchington Parish Council \(birchington-pc.gov.uk\)](http://birchington-pc.gov.uk)

14. INTERNAL AUDIT

To note the Parish Council's Internal Auditor is Lionel Robbins and the internal audit for 2025/2026 will take place on May 12th 2026.

15. CLERKS CORRESPONDENCE

16. DATE OF NEXT MEETING

Annual Meeting – May 5th 2026

Jane Bevan

Signed by Parish Clerk: Jane Bevan

Dated: 17.03.2026