

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779
Email: enquiries@meopham-pc.gov.uk Website: www.meopham-pc.gov.uk



To all Members of Meopham Parish Council

You are hereby summoned to attend a meeting of the **Full Council** of **Meopham Parish Council** on **Tuesday 10th June 2025 at 7:00pm** to be held at **Harvel Village Hall, Harvel, Meopham, DA13 0DS**. Papers have been circulated for items marked with (*)

Yours faithfully

Lisa Winter

Lisa Winter

Clerk and Responsible Financial Officer

Date of Issue: Thursday 5th June 2025

AGENDA

1. **Apologies for Absence:** To receive and accept apologies
2. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting
3. **Minutes of Previous Meeting:** To approve the minutes of the meeting held on 06.05.2025. *This item is to confirm the accuracy of the minutes and not to raise matters arising (*)*
4. **Public Session & External Reports**
 - 4.1 **Public Session**
 - 4.2 **Borough Councillors and County Councillor**
 - 4.3 **Police**
5. **Standing Orders:** To review and approve the Council's Standing Orders for the 2025/2026 municipal year (*)
6. **Membership**
 - 6.1 **Personnel Committee:** To elect members to the Personnel Committee as per the agreed terms of reference (*5 inc. CH plus 2 sub*)

- 6.2 **Planning:** To elect members to the Planning Applications Working Group as per the agreed terms of reference (*CH plus 7*)
7. **Parish Council Representatives on External Bodies:** To agree representatives for the 2025-2026 council years (*)
8. **2024-25 End of Year Financial Matters**
- 8.1 **Annual Governance Statement:** To consider and approve the Annual Governance Statement for 2024-25, Section 1 of the AGAR for the year ending 31 March 2025 (*)
- 8.2 **Accounting Statements, Bank Reconciliation and Variances:** To approve the Accounting Statements for 2024-25, Section 2 of the AGAR for the year ending 31 March 2025 and the supporting Bank Reconciliation as at 31 March 2025 and the explanation of the significant variations from last year (2023-24) to this year (2024-25) (*)
- 8.3 **Exercise of Public Rights:** To note the proposed dates (Friday 13 June 2025 to Thursday 24 July 2025) for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer
9. **Contracts Register:** To note the Council's contract and leases register for the 2025-2026 municipal year (*)
10. **Financial Matters**
- 10.1 **Approval of Payments:** To approve the payments made since the last meeting up to 31 May 2025 (*)
- 10.2 **Receipts & Payments Report:** To note the receipts and payments report up to 31 May 2025 (*)
- 10.3 **Bank Statements:** To note the Unity, Cambridge and Lloyds bank statements and the supporting Bank Reconciliation as of 31 May 2025(*)
- 10.4 **Council Reserves:** To note the reserves balance as of 31 May 2025(*)
11. **Judson's Pavilion:** To consider correspondence received from Meopham Colts and agree any actions arising from this
12. **Speedwatch:** To consider correspondence received from Meopham Speedwatch and agree any actions or funding from this
13. **Meopham Green:** To consider the quotes for the lime trees at the rear of the cricket pavilion
14. **Post Renewal:** To consider the options and quotes for the post renewal at Meopham Green, Priestwood Green and Harvel Green

15. **Meopham Green:** Following requests from Meopham Cricket Club Trustees to prevent illegal access to the green, consider the options and quotes for the boundary of the green

CLOSED SESSION

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting

16. **Form of Authority:** To consider signing the form of authority received from ARAG Law and the correspondence from our HR advisers

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A Civility & Respect
Pledge Council

Minutes of the Parish Council Meeting held on Tuesday 06 May 2025 at 7:00pm at the Cricket Pavilion, Meopham Green, DA13 0PZ

Members Present: Cllr S Buchanan – Chairman for item 1
Cllr D Bramer
Cllr A Evans
Cllr D Fisher
Cllr P Haslam – Vice-Chairman from item 3
Cllr D Johnson
Cllr D Sims – Chairman from item 2
Cllr B Wade
Cllr P Watson

In Attendance: S Bennett – Clerk for the meeting
Apologies given for the Clerk, L Winter
8 members of the public

Meeting commenced 1902

Cllr Evans addressed the meeting with her thoughts on how the council should be conducting itself and how it should be setting up its committee and working group and Chair/Vice Chair positions.

Item 1: To elect the Chairman of Meopham Parish Council for the 2025/2026 Council Year and to receive the Declaration of Acceptance of Office from the Chairman

F.C. 01 Cllr Sims was proposed by Cllr Haslam and seconded by Cllr Watson. Elected unanimously.

Cllr Sims signed the Acceptance of Office and thank councillors for their support.

Item 2: To elect the Vice-Chairman of Meopham Parish Council for the 2025/2026 Council Year and to receive the Declaration of Acceptance of Office from the Vice-Chairman

F.C. 02 Cllr Haslam was proposed by Cllr Buchanan and seconded by Cllr Bramer. Cllr Evans was proposed by Cllr Watson and seconded by Cllr Fisher. Cllr Haslam received five votes and Cllr Evans three votes.

Cllr Haslam was elected Vice-Chairman of Council and signed the Acceptance of Office.

The Clerk was asked about the potential to elect joint vice-chairs and was advised that it is possible but would need the council to amend its standing orders to clarify who would act as chair and when, and how the right to the casting vote would be fulfilled.

Item 3: Apologies for Absence: To receive and accept apologies

F.C. 03 None. All present.

Item 4: Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

F.C. 04 None declared.

Item 5: To approve minutes of the of the meeting held on 15.04.2025

F.C. 05 RESOLVED that: The minutes of the Full Council meeting of 15 April 2025 be agreed.

Item 6: Committees & Working Groups – Terms of Reference

6.1 Personnel Committee: To agree the terms of reference for the Personnel Committee

6.2 Planning: To agree the terms of reference for the Planning Applications Working Group

F.C. 06 This agenda item was deferred. Each terms of reference was last resolved within 6 months.

Item 7: Membership

7.1 Personnel Committee: To elect members to the Personnel Committee as per the agreed terms of reference

F.C. 07 It was agreed that the Personnel Committee would consist of the Cllr Evans, Cllr Fisher, Cllr Johnson, Cllr Watson along with Cllr Sims ex officio.

It was agreed that Cllr Haslam would serve as a substitute member.

Any vacancies to be returned to the June Council meeting.

7.2 Planning: To elect members to the Planning Applications Working Group as per the agreed terms of refence

F.C. 08 It was agreed that the membership to be Planning Applications Working Group be retained as per 2024-2025 with exiting councillors removed.

Any vacancies to be returned to the June Council meeting.

Item 8: Council Governance

F.C. 09 RESOLVED that:

- 8.1 The consideration of Standing Orders be deferred until June 2025 and that the clerk be requested to consider the recently released NALC model and to present to council with tracked changes.

2027 The Chairman left the meeting and the Vice-Chairman took the Chair

- 8.2 The consideration of the Financial Regulations be deferred until a later meeting as the current version was resolved with the last 6 months.
- 8.3 The Scheme of Delegation be agreed.

2029 The Chairman returned to the meeting and resumed the Chair

Item 9: Annual Review of Council and Administration

- F.C. 10** Councillors considered the matters placed before them. Concern was raised that the schedule of meetings might clash with those of the Borough Council and asked that clashes be avoided when setting the schedule to enable borough councillors to be able to attend.

RESOLVED that:

- 9.1 The schedule of meetings be agreed.
- 9.2 The starting time of meetings to be 1900.
- 9.3 The asset register be received but that it be returned to the agenda with the insurance values added.
- 9.4 The key holder list be agreed but the Clerk to investigate keys Held by persons no longer assisting the council.
- 9.5 Professional membership fees be agreed.
- 9.6 That the Software Licences be approved with the current suspension of Parish Online provided that there was no loss of data.
- 9.7 The arrangements for receiving correspondence be continued.
- 9.8 The bank signatories be agreed subject to the replacement of Cllr Price with the Chairman and Vice Chairman. If there are subsequent vacancies this to be returned to Council
- 9.9 Standing Orders and Direct Debits to be agreed.
- 9.10 The information re insurance cover be received.

Item 10: 2024-25 End-of-Year Financial Matters

- F.C. 11** Councillors considered the documentation presented.

RESOLVED that:

- 10.1 The statement of Internal Control in support of the Annual Governance Statement be agreed
- 10.2 The Internal Audit report of 2024-2025 be received
- 10.3 The Annual Internal Audit Report 2024/25 of the AGAR be received.
- 10.4 Section 1 and 2 of the AGAR be deferred to the June Council meeting.

- 10.5 The bank reconciliation and variance be deferred until June Meeting to follow the Secion1 and 2 agreement
10.6 The financial risk assessment be agreed.

Item 11: Financial Matters

- F.C. 12** The payment and bank documents were considered.

RESOLVED that:

- 11.1 The schedule of payments since the last meeting up to 28th April I2025 be agreed.
11.2 The receipts and payments report for the same period be agreed.
11.3 The bank statements be received.
11.4 The council reserves statement be received.

Item 12: Parish Council Representatives on External Bodies

- F.C. 13** Councillors considered the proposed representatives.

RESOLVED that: All appointments be agreed subject to the substitution of Cllr Price and the inclusion of representatives for the Landscape Group and the PROW and Footpaths Group to be considered a the June Council meeting.

Item 13: Contracts and Leases Register

- F.C. 14** This item was deferred to the June Council meeting.

Item 14: Work Programme for 2025/26

- F.C. 15** RESOLVED that: The work programme be received.

Item 15: Harvel Green

- F.C. 16** RESOLVED that: The request from the Harvel Village Hall Management Committee to use Harvel Green for the Village Fete be agreed.

Item 16: Community Grants Scheme

- F.C. 17** RESOLVED that: The report from the Finance Officer be agreed and that all the grants issued were in accordance with the Community Grants Policy.

The meeting ended at 8.20pm

Item 5



MEOPHAM PARISH COUNCIL

STANDING ORDERS

Adopted by Full Council on 21 May 2024

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1. **1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to ~~his/her~~ their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since ~~he/she~~ they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which ~~he/she~~ they considers has been breached or specify the other irregularity in the proceedings of the meeting ~~he/she~~ they is/are concerned by.
- q A point of order shall be decided by the chair of the meeting and ~~his/her~~ their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived ~~his/her~~ their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ~~two~~ () minutes without the consent of the chair of the meeting.

2.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	•
Committee meetings	•
Sub-committee meetings	•

- ~~a~~ a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- ~~b~~ b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- ~~c~~ c The minimum three clear days' public notice ~~off~~for a ~~committee~~ meeting does not include the day on which the notice was issued or the day of the meeting: unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].

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- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the
- d business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ~~ten~~() minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than () minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in

their absence be done by, to or before the Vice-Chair of the Council (if there is one).

- p The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

- r The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

- v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case

shall the quorum of a meeting be less than three.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than two minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort)
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

- l Subject to standing order 3(m), a person who attends a meeting is permitted to report or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the meeting whilst agenda for the meeting is open shall be adjourned to the public. To "report" means to film, photograph, make an audio recording of another meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

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- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).

- p x A meeting shall not exceed a period of () hours. The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

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- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

- f The chair of a meeting may give an original vote on any matter put to
- the vote, and in the case of an equality of votes may exercise
- his/her/their casting vote whether or not he/she/they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- ~~s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.~~
- ~~t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.~~
- ~~u A councillor or a non-councillor with voting rights who has a~~
- ~~disclosable pecuniary interest or another interest as set out in the~~
- ~~Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.~~
- ~~v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.~~

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- ~~w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.~~
- ~~x A meeting shall not exceed a period of two hours.~~

4.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ~~three~~() days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm. ~~Ordinary meetings shall commence at 7:00pm on a working day excluding Saturdays, Sundays and Bank Holidays~~
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless ~~he/she/they~~ has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until ~~his/her/their~~ successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless ~~he/she/they~~ ~~resigns~~resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, ~~he/she/they~~ shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, ~~he/she/they~~ shall preside at the annual meeting until a new Chair of the Council has been elected. ~~He/she/they~~ may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

| **i. — In an election year, delivery by the Chair of the Council and**

- i. **councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of ~~his/her~~their acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;

- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within ~~seven~~() days of having been requested to do so by ~~two~~() members of the committee [or the sub-committee], any ~~two~~() members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ~~six~~() councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8.
8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ~~five~~() clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ~~five~~() clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. ~~10~~ MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

~~a~~

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;

- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;

- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **11 MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12.

12. DRAFT MINUTES

- Full Council meetings •
- Committee meetings •
- Sub-committee meetings •

a a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

Deleted Cells

b b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, ~~he/she~~ they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but ~~his/her/their~~ this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the f meeting for which approved minutes exist shall be destroyed.

13. **13.CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council. ~~The term ‘disclosable pecuniary interest’ in these Standing Orders shall be interpreted as meaning one of the types of interest listed in Appendix A of the Code of Conduct’.~~
- ~~b~~ Unless ~~he/she/they~~ has/have been granted a dispensation, a councillor or non- councillor with voting rights shall withdraw from a meeting when it is

- b. considering a matter in which ~~he/she/they~~ hashave a disclosable pecuniary interest. ~~He/she/they~~ They may return to the meeting after it has considered the matter in which ~~he/she/they~~ had the interest.
- c. Unless ~~he/she/they~~ hashave been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which ~~he/she/they~~ hashave another interest if so required by the Council's code of conduct. ~~He/she/they~~ They may return to the meeting after it has considered the matter in which ~~he/she/they~~ had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f. A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h. **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

14. **14.CODE OF CONDUCT COMPLAINTS**

- a—~~Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the~~

Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b— Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c— The Council may:

i. — provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. — seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

da ~~Upon notification by the District or Unitary Principal~~ Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against ~~him~~them. Such action excludes disqualification or suspension from office.

15.

15. **PROPER OFFICER**

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ~~three~~() days before the meeting confirming ~~his/her~~/their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in ~~his/her~~/their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. ~~hold~~ acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

~~xi.~~—assist in the organisation of, storage of, access to, security of and

- ~~xi.~~ destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- ~~xii.~~ arrange for legal deeds to be executed;
~~xiii.~~ (see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a ~~spreadsheet~~book for such purpose;
- xv. refer a planning application received by the Council to ~~all members~~the [Chair or in their absence the Vice-Chair (if there is one) of the Planning Applications Working GroupCouncil] OR [Chair or in their absence Vice-Chair (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Planning Applications Working Group or the Full Council.] OR [() committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. 16 RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. 17 ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as

practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;

- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below ~~£25~~60,000 or due to special circumstances are exempt from a tendering process or procurement exercise.

b. — Financial regulations shall be reviewed regularly and at least annually for

b. fitness of purpose.

~~c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).~~

d.c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

~~ii.~~ an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders

ii. (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

~~iii.~~ the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

~~iv.~~ iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e.d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f.e. ~~Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract~~ is subject to the requirements of the current procurement legislation and, ~~if either of those Regulations apply so,~~ the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19.

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of
[Council-or-] OR [the ~~Personnel Committee~~() committee] OR [the () sub-committee]
is subject to standing order 11.

- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the Personnel() committee] OR [the () sub-committee] or, if they are not available, the vice-chair (if there is one) of [the Personnel() committee] OR [the () sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to Full Council[the () committee] OR [the () sub-committee] at its next meeting.
- c The chair of [the Personnel() committee] OR [the () sub-committee] or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of ~~the Clerk & Responsible Financial Officer~~:[the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by ~~the Personnel Committee~~:[the () committee] OR [the () sub-committee].
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the Personnel() committee] OR [the () sub-committee] or in their absence, the vice-chair of [the Personnel() committee] OR [the () sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of ~~the Personnel Committee~~:[the () committee] OR [the () sub-committee].
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the ~~Council's most senior member of staff (or other members of staff)~~staff's job title] relates to the chair or vice-chair of [the Personnel() committee] OR [the () sub-committee], this shall be communicated to another member of [the Personnel() committee] OR [the () sub-committee], which shall be reported back and progressed by resolution of Full Council:[the () committee] OR [the () sub-committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests

for information held by the Council.

- b. ~~b.~~ *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]
The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. **21** RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning ~~his/her~~ their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. 22.RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. 23.EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b [Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]

The above is applicable to a Council with a common seal.

OR

b [Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.
24.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ~~six~~() councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Agenda Item: 7

Title: **Representation for 2025-2026**

Appointments are:

Organisation	Recommended Appointment
Meopham Village Hall Committee	Cllr Haslam
Kent Association of Local Councils	Chairman <i>empowered to appoint proxies in their absence</i>
Meopham Windmill Trust	Cannot appoint at this time – Mr D Denman and Mr A Parker (2023-27)
Culverstone Community Association	Rotating amongst Cllr D Johnson, Cllr S Johnson and Cllr McNamara as members for the Culverstone and Harvel ward
Secure the Landscape	Cllr Watson
Public Rights of Way	Cllr Watson

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Meopham Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	☒	☐	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	☒	☐	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	☒	☐	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	☐	☒	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	☒	☐	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	☒	☐	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	☒	☐	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	☐	☒	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	☐	☐	☒
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chair and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chair

Clerk

www.meopham-pc.gov.uk

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

SECTION 1 – Annual Governance Statement 2024/25

Explanation for any statement to which we responded no:

4. We are required to answer 'no' to assertion 4 in the Annual Governance Statement because our arrangements in place did not comply with the public rights period in 2024: That the inspection period must commence no later than 1 July 2024 and must include the first 10 working days of July.

8. We are answering 'no' to statement 8. As advised by our internal auditor, we need to alert the external auditor to potential litigation. We currently have an Employment Tribunal outstanding. In addition, we have been advised that Councillors may take litigation against the Council in relation to the Employment Tribunal.

These statements will be published with Section 1.

Section 2 – Accounting Statements 2024/25 for

Meopham Parish Council

	Year ending		Notes and guidance	
	31 March 2024 £	31 March 2025 £		
1. Balances brought forward	149,008	137,840	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	150,561	196,147	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	13,151	13,283	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	55,662	63,918	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	119,217	78,431	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	137,840	204,921	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	137,840	204,921	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	482,421	483,033	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
For Local Councils Only				
	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

Meopham Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Meopham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/03/2025			
	Cash in Hand 01/04/2024		137,840.50
	ADD Receipts 01/04/2024 - 31/03/2025		209,504.53
			347,345.03
	SUBTRACT Payments 01/04/2024 - 31/03/2025		142,423.97
A	Cash in Hand 31/03/2025 (per Cash Book)		204,921.06
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Lloyds Bank 31/03/2025	53,801.25	
	Unity Trust Bank 31/03/2025	66,713.27	
	Unity Multipay Card 21/02/2025	0.00	
	CAMBRIDGE BUILDING SOCIETY 21/02/2025	84,406.54	
			204,921.06
	Less unrepresented payments		
			204,921.06
	Plus unrepresented receipts		
B	Adjusted Bank Balance		204,921.06
	A = B Checks out OK		

Meopham Parish Council
ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

Box No.	Description	31/03/2024 £	31/03/2025 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	149007.65	137840.50				BALANCE B/F AGREES
2	Annual precept	150560.87	196146.87	45586.00	30%	Yes	Council Administration budget increased by £32076 following a staffing review.
3	Total other receipts	13150.87	13283.26	132.39	1%	No	
4	Staff Costs	55662.11	63918.05	8255.94	15%	No	
5	Loan interest/capital repayments	0.00	0.00	0.00	0%	No	
6	Total other payments	119216.78	78431.52	-40785.26	34%	Yes	Significantly reduced costs - Toilet Block Closure £15000. Streetlights now just maintenance and running costs £12500 reduction. £5700 saved on Judsons Recreational Pavilion and Grounds. Underspend on Service Contract and Litter Collection £4300. Underspend on Community Toilet Scheme £3000
7	Balances carried forward	137840.50	204921.06	67080.56	49%	Yes	Council Administration underspend £30000. Council Projects & Events underspend £15500. Council Services underspend £15000
8	Total Cash and Short Term Investments	137840.50	204921.06	67080.56	49%	Yes	Council Administration underspend £30000. Council Projects & Events underspend £15500. Council Services underspend £15000
9	Total Fixed Assets and Long Term Investments	0.00	483033.00	483033.00	N/A	No	
10	Total Borrowings	0.00	0.00	0.00	0%	No	

Meopham Parish Council
ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

Box No.	Description	31/03/2024 £	31/03/2025 £	Variance £	Variance %	Explanation Required?	Notes
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This report is intended as a guide to the variances you may need to explain. The specific requirements vary between external auditors so please check the requirements shown on the pro forma provided to your council

Please note a breakdown of approved reserves will also be required if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

Item 9

**MEOPHAM PARISH COUNCIL
CONTRACTS & LEASES REGISTER**

Name	Company/Provider	Contract Duration	Notice Period	Review Cycle	Action/Meeting Review Date	Last Review Date	Insurance Provided and Expiry Date
Clerk & RFO - Contract of Employment	N/A	N/A	1 month	Annual Appraisal	Personnel Committee – June 2025	April 2024 - CHRGS	N/A
Finance & Grants Officer – Contract of Employment	N/A	N/A	1 month	Annual Appraisal	Personnel Committee – June 2025	April 2024 - CHRGS	N/A
HR Support Package	Council HR & Governance Support	01.04.2024 – 01.04.2029	N/A	N/A	Full Council – January 2029	April 2024	N/A
Parish Council Office (Room 3 at St Johns Centre) – Licence Agreement	Meopham Parochial Church Council	17.03.25-17.03.28	90 days	Contract Expiry	Full Council – January 2028	March 2025	Yes
Insurance	Zurich	01.06.2021-31.05.2026	LTA – 5 years	Annual	Full Council – March 2026	May 2021	N/A
Payroll & Pension Returns	DM Payroll Services	01.04.23 – Rolling Contract		Annual	Full Council – April 2025	April 2023	N/A
Employee Assistance Programme	Life and Progress Ltd				Full Council – December 2024		
LGPS Pension Scheme (1 x Employee enrolled)	Kent Pension Fund	On-going	N/A	N/A	N/A	N/A	N/A
Photocopier Lease	Smart Office Systems	03.06.2025 – 03.09.2030	Rolling Contract	Contract Expiry	Each Anniversary annual service fee of £60+ VAT November 2027	Feb 2020 should then have been Jan 2024	N/A
Domain Name Purchase – meopham-pc.gov.uk	CloudNext	07.12.23-07.12.25	N/A	Biennial	Full Council – November 2025	October 2023	N/A
Website Hosting	CloudNext	Dec 2023-Dec 2024	N/A	Annual	Full Council – November 2025		N/A

Email Hosting – @meopham-pc.gov.uk email addresses (16 users)	Microsoft 365	Rolling Contract	N/A	Annual	Full Council – June 2024	Full Council – May 2023	N/A
Accounting Package	Scribe	01.04.23- 31.03.24	12 months	Annual	Full Council – Feb 2024	Feb 2023	N/A
Defibrillator – Station Road Telephone Box Internal Auditor	Community Heartbeat Trust Mulberry and Co	Annual Support Agreement 2023-24, 2024- 25 and 2025-26	N/A	Annual	Full Council – July 2024	July 2023	N/A
			N/A				

MEOPHAM PARISH COUNCIL CONTRACTS/LEASES/AGREEMENTS
PARISH OWNED ASSETS

Contract/Lease	Company	Date of Renewal/Expiry	Notice Period	Review Cycle	Action/Meeting Review Date	Last Review Date	Insurance Provided and Expiry Date
Bus Shelter Cleaning	Element UK Ltd	01/06/2023-31/06/2026	30 days at end of fin each year	3 years	Full Council – March 2025	Full Council – May 2023	Received covered until 31.03.2024
Streetlights Maintenance	Streetlights Ltd	April 2022-April 2025					
Southdown Shaw – Allotment Agreement	Meopham & District Allotment Association	01/04/2019	Fixed term	Lease and Rent Review	Full Council – Jan 2025	Full Council – Jan 2023	01.01.23 to 31.12.23 GD to chase
Judsons Pavilion and Football pitches at Judson's rec	Meopham Colts	Lease – 22/07/2045	Unspecified	unspecified	5 th , 10 th and 15 th anniversary review	unspecified	N/A
Meopham Green	Meopham Cricket Club	24/12/2045	Fixed Term	N/A	Autumn 2044	N/A	Received cover up to June 22 – GD to chase
Rose Garden @ Pitfield Green	Meopham Gardeners (voluntary)						

Meopham Parish Council
PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
15 Bus Shelter Cleaning	29/04/2025	CONTRACT	Unity Trust Bank	CONTRACT	Bus Shelter Cleaning	Element UK	S	221.54	44.31	265.85
19 Bank Charges	30/04/2025		Unity Trust Bank		BANK CHARGES	Unity Bank	Z	8.55		8.55
20 Water Supply	30/04/2025	CONTRACT	Unity Trust Bank	CONTRACT	Water Supply	Business Stream	Z	22.84		22.84
18 Venue Hire for Meetings	01/05/2025		Unity Trust Bank		MEETING ROOM HIRE	St Johns Centre	X	111.00		111.00
16 Photocopier Contract	06/05/2025	CONTRACT	Unity Trust Bank	CONTRACT	Photocopier Lease & Printing C	Smart Office Solutions	S	75.00	15.00	90.00
17 Communications & IT	06/05/2025	CONTRACT	Unity Trust Bank	CONTRACT	Phone System	HELIOCENTRIX/MICROSOFT	S	180.24	36.05	216.29
21 BANK CHARGES <i>BASAL CUTTING TREES</i>	12/05/2025	Delegated Authority	Unity Trust Bank		BASAL CUTTING	CHRISTOPHER SIMS	Z	50.00		50.00
22 Streetlights	13/05/2025	CONTRACT	Unity Trust Bank	CONTRACT	Street Lights Maintenance Cont	Streetsights	S	1,015.56	203.11	1,218.67
23 Insurance	13/05/2025	CONTRACT	Unity Trust Bank		Insurance Renewal	Zurich	E	2,234.88		2,234.88
24 Professional Services	13/05/2025		Unity Trust Bank		Locum Services	STEPHANIE BENNETT	E	862.40		862.40
26 Bank Charges	19/05/2025		Lloyds Bank		BANK CHARGES	Lloyds Bank	Z	4.25		4.25
25 Training	19/05/2025		Unity Multipay Card		Training	KALC	S	200.00	40.00	240.00
28 Staff Salaries Tax & NIC	20/05/2025		Unity Trust Bank		Salary	T Hanlon	X	634.31		634.31
27 Staff Salaries Tax & NIC	20/05/2025		Unity Trust Bank		Salary	L Winter	X	1,827.27		1,827.27
30 Staff Pensions	20/05/2025		Unity Trust Bank		Pension Contributions	KCC	X	579.40		579.40
29 Office Rent	20/05/2025		Unity Trust Bank		Office Rent	St Johns Centre	X	543.75		543.75
31 Professional Services	27/05/2025	CONTRACT	Unity Trust Bank	CONTRACT	HR Support Contract	Council HR & Governance	S	600.00	120.00	720.00
33 KALC CONFERENCE FEE	29/05/2025		Unity Multipay Card		KALC-ANNUAL PLANNING CON	Kent Association of Local C	S	140.00	28.00	168.00
34 Bank Charges	31/05/2025		Unity Trust Bank		BANK CHARGES	Unity Bank	Z	8.70		8.70
35 Bank Charges	31/05/2025		Lloyds Bank		BANK CHARGES	Lloyds Bank	Z	4.25		4.25
Total								9,323.94	486.47	9,810.41

Item 10.1

INVOICE

Longfield fencing and landscaping

Pershteen
The Drive
Longfield
DA3 7LX

BILL TO

meopham parish council
st John's centre
wrotham rd
DA130AA

INVOICE #

250

INVOICE DATE

06/05/2025

DESCRIPTION	AMOUNT
cut down basal around fire exit on cricket ground to make safe exits	50.00
TOTAL	£50.00

Thank you

TERMS & CONDITIONS

Payment by Cash or BACS
Account: Christopher sims
Sort code : 04-00-04
Account number : 94492909
Business account



Christopher Sims
Voucher 21

Voucher 24



Albatross Horizon

INVOICE

Stephanie Bennett
5 Forest Edge
New Milton, Hampshire
07414996396
steph@albatrosshorizon.co.uk

INVOICE # 42
11TH MAY 2025

TO:
Ms Lisa Winter
Clerk and RFO
Meopham Parish Council
Meopham
assistantclerk@meopham-pc.gov.uk

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1.5 days	Preparation, attendance and writing resolutions and notes for Annual Parish Council meeting 6 th May 2025	£450 day	£675.00
1	Overnight stay Days Inn Clacket Lane 6 th May 2025	£74	£74.00
252 miles	Round trip New Milton/Meopham	0.45p mile	£113.40

TOTAL DUE	£862.40
------------------	----------------

If you have any questions concerning this invoice please contact:
Stephanie Bennett, 07414996396, steph@albatrosshorizon.co.uk

Payment details:

Bank account in name of Stephanie Bennett, Lloyds Bank, Sort Code 77-50-33 Account Number 32176068

Thank you for your business

Voucher 31



Council HR and Governance Support
Excellence in all we do

Date: 24th May 2025

REF: Meoph/08

TO: Meopham Parish Council
C/o Parish Clerk

INVOICE

Thank You for Your business!
VAT No. 467 7937 26

Council HR & Governance Support
07805 472859
Exchange Buildings
66 Church Street
Hartlepool
TS24 7DN
finance@chrgs.co.uk

CONTACT	JOB	PAYMENT TERMS	DUE DATE
Lisa Winter	Support regarding settlement agreement	Due within 14 days please	20 th June 2025

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
10 hours	Ongoing support relating to settlement agreement including changing details of agreement and on going correspondence with parties.	£60.00	£600.00
Subtotal			£600.00
V A T			£120.00
Total			£720.00

BACS payments to CHRGs Ltd please
Sort code 60-83-71
Account number 79823271

THANK YOU FOR YOUR BUSINESS!

Meopham Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/05/2025)

Council Administration

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24 Staff Salaries Tax & NIC				88,101.00	7,528.89	80,572.11	80,572.11 (91%)
25 Staff Pensions				13,600.00	1,158.80	12,441.20	12,441.20 (91%)
26 Cllr & Staff Expenses				400.00		400.00	400.00 (100%)
28 Professional Memberships				4,816.00		4,816.00	4,816.00 (100%)
29 Chairman's Allowance				100.00		100.00	100.00 (100%)
30 Training					340.00	-340.00	-340.00 (N/A)
33 Photocopier Contract				700.00	217.67	482.33	482.33 (68%)
34 Communications & IT				2,100.00	352.80	1,747.20	1,747.20 (83%)
87 Insurance				3,000.00	2,234.88	765.12	765.12 (25%)
88 Office Rent				6,525.00	1,141.88	5,383.12	5,383.12 (82%)
89 Venue Hire for Meetings				720.00	111.00	609.00	609.00 (84%)
90 Office Supplies				1,200.00		1,200.00	1,200.00 (100%)
91 Software Licences				1,800.00		1,800.00	1,800.00 (100%)
92 Internal & External Audit Fees				1,200.00	223.75	976.25	976.25 (81%)
93 Payroll Services				360.00		360.00	360.00 (100%)
104 Bank Charges				372.00	31.75	340.25	340.25 (91%)
105 Professional Services				5,000.00	4,532.40	467.60	467.60 (9%)
110 Water Supply					22.84	-22.84	-22.84 (N/A)
111 Reserve Transfer 24							(N/A)
112 Other Office expenses: 90							(N/A)
113 Multipay Card Payment							(N/A)
114 ANNUAL SUBSCRIPTION							(N/A)
116 SURVEYS AND REPORTS							(N/A)
118 Village Poll 117							(N/A)
122 KALC CONFERENCE FEE							(N/A)
123 RESERVES							(N/A)
129 EAP-EMPLOYMENT ASSISTAN				780.00		780.00	780.00 (100%)
SUB TOTAL				130,774.00	17,896.66	112,877.34	112,877.34 (86%)

Council Projects & Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2 Community Events				7,000.00		7,000.00	7,000.00 (100%)
82 Health & Wellbeing							(N/A)
100 Village Greens - Post Replacem							(N/A)
102 New Website Project							(N/A)
103 Camer Parade - Highways Sche							(N/A)
109 Harvel Bench							(N/A)
124 MEOPHAM WINDMILL				5,000.00		5,000.00	5,000.00 (100%)
125 JUDSONS PAVILLION				6,000.00		6,000.00	6,000.00 (100%)
126 LIBRARY SERVICES				12,500.00		12,500.00	12,500.00 (100%)
127 SCHOOL CLOSE				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL				35,500.00		35,500.00	35,500.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/05/2025)

Council Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Defibrillator Maintenance				150.00		150.00	150.00 (100%)
8	Service Contract & Litter Collecti				20,000.00		20,000.00	20,000.00 (100%)
13	Trees				3,300.00		3,300.00	3,300.00 (100%)
16	Community Grants Scheme				3,000.00		3,000.00	3,000.00 (100%)
17	Families and Young People				6,000.00	6,000.00		(0%)
19	Community Toilet Scheme							(N/A)
22	Bus Shelter Cleaning				1,200.00	221.54	978.46	978.46 (81%)
68	Streetlights				11,040.00	1,015.56	10,024.44	10,024.44 (90%)
83	Community Engagement				3,000.00		3,000.00	3,000.00 (100%)
85	Village Sign & Flagpole				1,000.00		1,000.00	1,000.00 (100%)
106	Harvel Pond							(N/A)
107	Former Toilet Block				15,000.00	19.16	14,980.84	14,980.84 (99%)
108	Drinking Fountain							(N/A)
115	YOUTH PROVISION.17							(N/A)
128	ARBORICULTURAL SURVEY - I				1,650.00		1,650.00	1,650.00 (100%)
130	SPEEDWATCH				1,500.00		1,500.00	1,500.00 (100%)
131	BASAL CUTTING					50.00	-50.00	-50.00 (N/A)
SUB TOTAL					66,840.00	7,306.26	59,533.74	59,533.74 (89%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Bank Interest Received	20.00		-20.00				-20.00 (-100%)
46	Precept	231,570.00	231,570.00					(0%)
49	Wayleaves	170.00		-170.00				-170.00 (-100%)
50	Rental Income	634.00		-634.00				-634.00 (-100%)
94	VAT Reclaim							(N/A)
95	Other Income							(N/A)
119	BT CREDIT REFUND							(N/A)
120	EVENTS INCOME							(N/A)
121	Insurance Excess Refund							(N/A)
SUB TOTAL		232,394.00	231,570.00	-824.00				-824.00 (-0%)

Summary

NET TOTAL	232,394.00	231,570.00	-824.00	233,114.00	25,202.92	207,911.08	207,087.08 (44%)
V.A.T.		3,666.16			1,209.22		
GROSS TOTAL		235,236.16			26,412.14		

Balances are correct as of 11:55 on 02 Jun 2025.

↓ Date	Description	Paid in	Paid out	Balance
31/05/25	Service Charge		-8.70	275,863.08
29/05/25	B/P to: CHRGS • MEOPH/08		-720.00	275,871.78
29/05/25	B/P to: Meopham PCC • MEPCC - 30-04-25		-111.00	276,591.78
22/05/25	B/P to: STEPHANIE BENNETT • MPC - 42		-862.40	276,702.78
22/05/25	B/P to: CHRISTOPHER SIMS • MPC - 250		-50.00	277,565.18
22/05/25	B/P to: Streetlights • MEOPHAM PC - 15310		-1,218.67	277,615.18
22/05/25	B/P to: Zurich Town & Pari • 544323630		-2,234.88	278,833.85
22/05/25	B/P to: KCC Pension Fund • MEOPHAM PC		-579.40	281,068.73
20/05/25	S/O to: Meopham PCC • MEOPHAM PC		-543.75	281,648.13
20/05/25	S/O to: L Winter • MEOPHAM PC		-1,827.27	282,191.88
20/05/25	S/O to: Tracey Hanlon • SALARY MPC		-634.31	284,019.15
16/05/25	Direct Debit (LLOYDS • 5563140983593973 CORP CARD)		-90.71	284,653.46
06/05/25	B/P to: HELIOCENTRIX LTD • INV 26605		-216.29	284,744.17
06/05/25	B/P to: SMART OFFICE SOL • 648339		-90.00	284,960.46
30/04/25	Service Charge		-8.55	285,050.46
30/04/25	B/P to: Element UK Limited • 139790		-265.85	285,059.01
30/04/25	Direct Debit (SCOTTISH WATER BUS) • 662899		-22.84	285,324.86
25/04/25	Direct Debit (HMRC SDDS) • 0000340636		-2,605.73	285,347.70
23/04/25	B/P to: KCC Pension Fund • MEOPHAM PC		-579.40	287,953.43
23/04/25	B/P to: Kent Association o • MPC - INV 9532		-2,244.00	288,532.83
23/04/25	B/P to: SMART OFFICE • MPC - INV SOL 647721		-171.20	290,776.83
23/04/25	B/P to: Mulberry and Co • MPC - INV 0953		-268.50	290,948.03

22/04/25	S/O to: Meopham PCC • MEOPHAM PC	-543.75	291,216.53
22/04/25	S/O to: L Winter • MEOPHAM PC	-1,827.27	291,760.28
22/04/25	S/O to: Tracey Hanlon • SALARY MPC	-634.31	293,587.55
16/04/25	Direct Debit (LLOYDS • 5563140983593973 CORP CARD)	-6.00	294,221.86
09/04/25	B/P to: CHRGS • MEOPHAM/06	-1,440.00	294,227.86
09/04/25	B/P to: Swale Leisure • 1896	-6,000.00	295,667.86
09/04/25	B/P to: HELIOCENTRIX LTD • INV 26291	-207.07	301,667.86
09/04/25	Direct Debit (OCTOPUS • A-2B99D6EA- ENERGY) 003	-20.12	301,874.93
07/04/25	HMRC VAT • 314795487	3,666.16	301,895.05
01/04/25	Inward Payment-GRAVESHAM BOROUGH COUNCIL	231,570.00	298,228.89
01/04/25	B/P to: Meopham PCC • MEOPREV 2019	-54.38	66,658.89
31/03/25	Service Charge	-8.25	66,713.27
31/03/25	Manual Credit - Handling Charge	-0.90	66,721.52
25/03/25	B/P to: SURREY HILLS • MEOPHAM PC - SOLS 11484	-348.00	66,722.42
25/03/25	B/P to: Harvel VH Cttee • MEOPHAM PC	-90.00	67,070.42
21/03/25	B/P to: KCC Pension Fund • MEOPHAM PC	-579.40	67,160.42
20/03/25	S/O to: Meopham PCC • MEOPHAM PC	-435.00	67,739.82
20/03/25	S/O to: L Winter • MEOPHAM PC	-1,827.27	68,174.82
20/03/25	S/O to: P R Agley • MEOPHAM PC	-475.00	70,002.09
20/03/25	S/O to: Tracey Hanlon • SALARY MPC	-634.31	70,477.09
18/03/25	B/P to: DM Payroll • 4209	-84.00	71,111.40
18/03/25	B/P to: ORBIS • C1226380	-102.00	71,195.40
18/03/25	B/P to: HELIOCENTRIX LTD • INV 26011	-207.07	71,297.40
18/03/25	B/P to: Element UK Limited • 139741	-250.80	71,504.47
18/03/25	B/P to: CHRGS • MEOPHAM/06	-3,240.00	71,755.27
18/03/25	B/P to: MULBERRY LOCAL ATH • MPC - 0364	-409.50	74,995.27
18/03/25	B/P to: MULBERRY LOCAL ATH • MPC - 0722	-328.08	75,404.77
18/03/25	B/P to: Streetlights • MEOPHAM PC 15164	-1,764.00	75,732.85

17/03/25	Direct Debit (LLOYDS CORP CARD)	• 5563140983593973	-456.00	77,496.85
11/03/25	Direct Debit (OCTOPUS ENERGY)	• A-2B99D6EA- 003	-18.15	77,952.85



Account Details

Manage your account

Your Account

Instant Access

~~CB01477687 Council Saver~~

Meopham Parish Council

Balance: £84,406.54

Available: £84,406.54

Accrued interest (not paid): £748.91

Interest rate: 2.15%

[Transactions](#)

[Future Payment](#)

Transactions

Period from

to

Filter

Download Transactions

Date	09/01/2025
Description	RECEIPT BY PRODUCT SWITCH
In (£)	84,406.54
Out (£)	
Balance (£)	84,406.54
Date	09/01/2025
Description	WITHDRAWAL BY PRODUCT SWITCH
In (£)	
Out (£)	84,406.54
Balance (£)	0.00
Date	09/01/2025
Description	GROSS INTEREST
In (£)	44.38
Out (£)	
Balance (£)	84,406.54
Date	31/12/2024
Description	GROSS INTEREST
In (£)	362.16
Out (£)	
Balance (£)	84,362.16
Date	31/10/2024

Description	RECEIPT BY CHEQUE
In (£)	84,000.00
Out (£)	
Balance (£)	84,000.00
Date	21/10/2024
Description	PAYMENT REVERSED - CHEQUE
In (£)	
Out (£)	84,000.00
Balance (£)	0.00
Date	16/10/2024
Description	RECEIPT BY CHEQUE
In (£)	84,000.00
Out (£)	
Balance (£)	84,000.00

[Latest](#)

Contact Us

Please contact our Customer Contact Centre on 0345 601 3344. Please see our website for opening times.

[Request a Call](#)

[Store Locator](#)

Message Centre

Send us a secure message.

[Manage your secure messages](#)



Your account statement

Issue date: 24 April 2025

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)Visit us online: www.lloydsbank.com

Your branch: GRAVESEND

Sort code: 30-93-60 Account number: 00332403

BIC: LOYDGB21278

IBAN: GB07 LOYD 3093 6000 3324 03



004804 PDOEA04-20250425-91707-000488

MEOPHAM PARISH COUNCIL
MRS SARAH EGGLEDEN
THE WINDMILL
WROTHAM ROAD
MEOPHAM
GRAVESEND
DA13 0QA

36700 D

COMMUNITY ACCOUNT

MEOPHAM PARISH COUNCIL

Our records indicate that your business is eligible for FSCS
deposit protection.
Further details can be found on the Useful Information page.

Account summary

Balance On 24 Mar 2025	£53,801.25
Total Paid In	£0.00
Total Paid Out	£4.25
Balance On 14 Apr 2025	£53,797.00

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
24 Mar 25		STATEMENT OPENING BALANCE			53,801.25
14 Apr 25	PAY	SERVICE CHARGES REF: 451813694		4.25	53,797.00
14 Apr 25		STATEMENT CLOSING BALANCE	0.00	4.25	53,797.00

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

PAY - Payment

Meopham Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 31/05/2025		
	Cash in Hand 01/04/2025		204,921.06
	ADD Receipts 01/04/2025 - 31/05/2025		235,236.16
	SUBTRACT Payments 01/04/2025 - 31/05/2025		440,157.22
	Cash in Hand 31/05/2025 (per Cash Book)		26,412.14
B			413,745.08
	Cash in hand per Bank Statements		
	Petty Cash 28/04/2025	0.00	
	Lloyds Bank 31/05/2025	53,797.00	
	Unity Trust Bank 31/05/2025	275,863.08	
	Unity Multipay Card 31/05/2025	0.00	
	CAMBRIDGE BUILDING SOCIETY 31/05/2025	84,406.54	
			414,066.62
	Less unrepresented payments		412.25
			413,654.37
B	Plus unrepresented receipts		90.71
			413,745.08
	Adjusted Bank Balance		
A = B Checks out OK			

Meopham Parish Council
RECONCILIATION - CAMBRIDGE BUILDING SOCIETY 31-05-2025

From Accounts	£84,406.54
---------------------	------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£84,406.54
----------------------------------	-------------------

Meopham Parish Council
RECONCILIATION - Unity Trust Bank 31-05-2025

From Accounts	£275,863.08
---------------------	-------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£275,863.08
----------------------------------	--------------------

Meopham Parish Council
RECONCILIATION - Lloyds Bank 31-05-2025

From Accounts	£53,792.75
---------------------	------------

Payments not cashed	Add	£4.25
Receipts not entered	Subtract	

Statement should be	£53,797.00
----------------------------------	-------------------

Meopham Parish Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Judsons Play Area	14,000.00				14,000.00
Memorial Bench Donations	5,500.00				5,500.00
Elections	6,838.24				6,838.24
Arboricultural Survey	1,500.00				1,500.00
Judsons Legal Fees - Earmarked	1,200.00				1,200.00
Post Replacements - Earmarked					0.00
All Council Strategic Day - Earmarked	683.70				683.70
Harvel Green Bench - Earmarked					0.00
Total Earmarked	29,721.94				29,721.94
 TOTAL RESERVE	 29,721.94				 29,721.94
 GENERAL FUND					 383,993.14
 TOTAL FUNDS					 413,715.08



Re: Judson Recreational Grounds and Pavilion

From Clerk - Meopham Parish Council <clerk@meopham-pc.gov.uk>

Date Tue 13/05/2025 10:54 AM

To Bob Heming <mcyfc.chairman@gmail.com>

Hi Bob

Hope you are well. The Parish Council have not reviewed this document due to the amount of other business it has been dealing with. I will hopefully get a report to the June or July meeting. In the meantime, they have queried why we have not been supplied with a set of keys, as the landlord. Also, is the booking form all up and running?

Kind Regards,

Lisa Winter

Lisa Winter
Clerk and RFO
Meopham Parish Council - www.meopham-pc.gov.uk

From: Bob Heming
Sent: Sunday, May 11, 2025 6:48 AM
To: Clerk - Meopham Parish Council
Cc: 'Keith Walters'
Subject: RE: Judson Recreational Grounds and Pavilion

Lisa

Please confirm if the PS has had the opportunity of reviewing my previous mail of March copied below

Thanks and Regards

Bob Heming
Club Chairman
Meopham Colts
Tel: 07958 560143

From: Assistant Clerk - Meopham Parish Council [mailto:assistantclerk@meopham-pc.gov.uk] **On Behalf Of**
Clerk - Meopham Parish Council
Sent: 02 April 2025 12:41
To: Bob Heming
Subject: Re: Judson Recreational Grounds and Pavilion

Hi Bob

Apologies I thought I had acknowledged your email, the details of which Councillors will be advised of in due course.

Kind Regards,

Lisa Winter

Lisa Winter
Clerk and RFO
Meopham Parish Council - www.meopham-pc.gov.uk

From: Bob Heming <mcyfc.chairman@gmail.com>
Sent: 01 April 2025 4:02 PM
To: Clerk - Meopham Parish Council <clerk@meopham-pc.gov.uk>
Subject: RE: Judson Recreational Grounds and Pavilion

Lisa

Please confirm receipt of my previous mail, as I haven't had a response to it

Thanks and Regards

Bob Heming
Club Chairman
Meopham Colts
Tel: 07958 560143

From: Bob Heming [mailto:mcyfc.chairman@gmail.com]
Sent: 10 March 2025 19:15
To: clerk@meopham-pc.gov.uk
Subject: FW: Judson Recreational Grounds and Pavilion

Lisa

Please see response to your letter dated 9.1.2025

We confirm that we have carried out number out repairs to the property as per the lease, including:-

- Internal maintenance
- Roof tile repairs
- Guttering replacement
- Car park hedge maintenance
- Repairs to the grass areas following the end of the seasons
- Repair to the main door and replacement of its locks
- Reinstatement of the car park gate fence

We respond to each point as follows:-

Car park fencing

The fencing and gate between the Public and the Pavilion car park has been damaged, after investigation we understand this was carried out by others than members of the Club, IE the public
The perimeter fencing of the Pavilion car park has been damaged and parts stolen, again after investigation we understand this was carried out by others than members of the Club, IE the public
The damage to these barriers have allowed access to the grassed areas for vandals to ride on and damage the pitches
Previously the Club have allowed for the gate between the car parks to be left open for the benefit of its neighbours (the Scouts) and the public, however this has allowed abuse of this facility

We note from the lease (page 5) that the Pavilion car park coloured blue is within our responsibility, plus it seems the Public car park

We note that the terms fencing and/or barriers do not appear in the lease

In order to make the grassed areas secure, we (Meopham Colts YFC) propose the following:-

To replace the previously timber barrier (now damaged and/ or stolen) with a more robust arrangement

Repair and or partially replace the fencing between the Public and the Pavilion car park

We would welcome any contribution to the cost of this from the Parish Council or any other agency the PC can recommend

We note that the landlord (Parish Council) and its visitors has the reserved rights to use the car parks

It may be considered that if the public have rights to use the Public car park, then perhaps its and the barriers upkeep should be the responsibility of others, IE the Parish Council or Borough Council

Can we ask for your consideration on this point

Changes to the lease

We confirm that we are happy to continue with the terms of the lease in general

However, we note that the Tenant is named as myself, we may cause problems in the future when I am not associated with the Club

So it may be a consideration that the term tenant is changed to the Club trustees from time to time

Changing of the locks

As advised above, we have repaired the main door which included changed the locks

We will get a spare delivered to you in the new future

Registration and booking form

I understand that this arrangement has been put in place

I will collate the procedure details and send them on in due course

Our Judsons manager is Gavin Carter

His contact details are:-

gavin.carter380@gmail.com

07359 414 843

If you have trouble contacting him, then you can contact me

Parking

We are disappointed with the response from the Scouts, as both organisations are for the benefit of the children in the area

We confirm having no knowledge of any complaints

We propose to place a standalone no parking sign in front of the gate for each session

On another note, can you up date me on the proposal form the drains

So conclusion please see action points:-

PC to consider a contribution to the replacement of the Pavilion car park barrier

PC to consider a contribution to the replacement/repair of the Public car park fence

PC to consider if they will take over the responsibility for both car parks as they and the public can have access and use

Consideration in changing the tenant title from RL Heming to Meopham Colts trustees

MC to provide key to Pavilion

MC to provide booking system details

MC to provide and install a no parking sign position in front of the Scout access gate during MCs sessions

We look forward to your response

Thanks and Regards

Bob Heming
Club Chairman
Meopham Colts
Tel: 07958 560143

From: Assistant Clerk - Meopham Parish Council [mailto:assistantclerk@meopham-pc.gov.uk]
Sent: 24 February 2025 12:09
To: Bob Heming
Cc: 'Keith Walters'
Subject: Re: Judson Recreational Grounds and Pavilion

Hi Bob

No problem, I look forward to receiving your responses. Please find attached the lease, as requested.
If you require anything else, please just ask.

Kind Regards,

Lisa Winter

Lisa Winter
Clerk and RFO
Meopham Parish Council - www.meopham-pc.gov.uk

From: Bob Heming <mcycfc.chairman@gmail.com>
Sent: 22 February 2025 6:41 AM
To: Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>
Cc: 'Keith Walters' <keithandkeeleyw@yahoo.co.uk>
Subject: RE: Judson Recreational Grounds and Pavilion

Lisa

Thanks for meeting with Keith and myself recently regarding the Parish Council letter of concerns and points

We are in the process of formulating our responses

Can I ask you to send me a copy of the lease and the associated plans numbers 1 and 2

Thanks and Regards

Bob Heming
Club Chairman
Meopham Colts
Tel: 07958 560143

From: Assistant Clerk - Meopham Parish Council [mailto:assistantclerk@meopham-pc.gov.uk]
Sent: 31 January 2025 11:16
To: Bob Heming
Cc: 'Keith Walters'
Subject: Re: Judson Recreational Grounds and Pavilion

Good morning Bob

Happy to have a meeting to discuss. A Tuesday or Monday are best for me between 9.30-2.00 but I might be able to accommodate other days and times with notice, so come back with your availability.

Kind Regards,

Lisa Winter

Lisa Winter
Clerk and RFO
Meopham Parish Council - www.meopham-pc.gov.uk

From: Bob Heming <mcyfc.chairman@gmail.com>
Sent: 29 January 2025 7:28 PM
To: Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>
Cc: 'Keith Walters' <keithandkeeleyw@yahoo.co.uk>
Subject: Judson Recreational Grounds and Pavilion

Lisa
WRT recent letter, there seems to be some misinformation
Could we arrange a meeting to discuss the points raised
Please suggest available days and times
Thanks and Regards

Bob Heming
Club Chairman
Meopham Colts
Tel: 07958 560143

From: Assistant Clerk - Meopham Parish Council [mailto:assistantclerk@meopham-pc.gov.uk]
Sent: 20 January 2025 17:44
To: mcyfc.secretary1@gmail.com; mcyfc.secretary@gmail.com
Subject: Fw: Judson Recreational Grounds and Pavilion
Dear Bob

I sent this letter to the email addresses provided but one was undeliverable. I have now found a number of others that I am trying, not sure which, if any, is correct.

Kind Regards,

Lisa Winter

Lisa Winter
Assistant Clerk
Meopham Parish Council - www.meopham-pc.gov.uk

From: Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>
Sent: 09 January 2025 10:17 AM

To: Bob-mcyfc.secretary@gmail.com <Bob-mcyfc.secretary@gmail.com>;
keithaw33@yahoo.com <keithaw33@yahoo.com>

Subject: Judson Recreational Grounds and Pavilion

Dear Bob and Keith

Hope you had a good Christmas and New Year.

Please find attached some correspondence from Meopham Parish Council.

Kind Regards,

Lisa Winter

Lisa Winter
Assistant Clerk
Meopham Parish Council - www.meopham-pc.gov.uk

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

9 January 2025

Meopham Colts FC

(by email to Bob-mcyfc.secretary@gmail.com)

(by email to keithaw33@yahoo.com)

Dear Bob and Keith

Re: Judson's Recreational Grounds and Pavilion

I hope you both are well.

I am writing in response to your email of 12/11/24 to Cllr Price informing us that following a meeting, The Meopham Colts Trustees are going to carry out the repair on the fence to the car park with stronger more hard wearing metal. That you are changing the locks as you have too many key holders letting themselves in without permission and that a registration book will need to be signed on the way in and out and access will only be allowed once an online booking form is completed along with payment. You also enquired about the parking issue being discussed with the Scouts.

I will address each point:

Car Park Fencing

Meopham Parish Council had agreed to the repairs and had accepted a quote of £1074.00. However, this was not for metal fencing and any costs over and above this figure will need to be considered by Members at a Full Council Meeting.

However, a number of councillors have raised the question as to why the Council are being asked to fund the fencing. As landlords, Meopham Parish Council (MPC) needs to agree to the type of fencing to be installed but the current lease is on a full self-repair basis with the car park included within the lease provisions and therefore it falls to The Colts to arrange for replacement fencing around the car park to prevent vehicular access onto the Recreation Ground.

Other councillors have argued that The Colts would like to alter the terms of the lease to move away from the current self repair basis. For clarity, I am therefore asking that the Trustees advise me, in writing, whether they are happy with the

existing lease, or if not, what they would like from the lease. I simply want to establish the facts direct from the Trustees, so that I can inform the Council.

I am copying the Football Foundation and the Judson family into this letter, who would have to agree to any changes within the lease, should any alterations need to be considered.

Changing the Locks

As the landlord, permission needs to be sought from the Council prior to this. However, it is of concern that people are accessing the site without authority. How do hirers gain access to the facility? As the landlords, we have a set of keys, but meet any contractors at the premises to allow access e.g. for the drainage survey.

Registration Book and Booking Form

These both sound like a good idea. The Council have unfortunately not convened any meetings at the Pavilion for sometime due to being unable to contact anyone with regards booking dates and look forward to being able to complete a booking form and see the terms and conditions regarding payment etc.

Parking

We have had some preliminary discussions with the Scouts however these have not been too successful despite the best endeavours of Councillors. Additionally, following a number of complaints from the Scouts I have been asked to write to you to highlight that the Colts are only granted the right to use the roads and paths for the purposes of vehicular and pedestrian access to and egress from the property from the adopted highway to the estate and request that you advise and/or reiterate to all members of the club and visiting clubs that parking is not allowed anywhere on the access road which includes the passing bay, access to the scout hut and scout car park.

Whilst appreciating the difficulty of the parking situation, we do ask you to ensure that anyone parked in these areas is moved on. I'm sure that you will appreciate that it should not be for the Scouts (or anyone using the scout hut) to have to negotiate with people parking in these areas to gain access to and from the scout hut and as tenants we would ask that you consider how as a club you intend to manage this going forward.

I look forward to hearing from you so that matters can be progressed.

Kind regards,

Lisa Winter

Lisa Winter
Clerk and Responsible Financial Officer

Copy to: The Football Foundation
 Judson Family c/o Susan Judson



Outlook

Re: Meopham Speedwatch

From Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Date Mon 12/05/2025 5:33 PM

To Michael Bennoson <michael.bennoson@googlemail.com>

Cc Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>

Hi Michael

I will arrange for this to be an agenda item for decision by the next full council in June.

Kind Regards,

The Parish Council Officers

Lisa Winter (Clerk and RFO) and Tracey Hanlon (Finance & Grants Officer)

Meopham Parish Council - www.meopham-pc.gov.uk

From: Michael Bennoson <michael.bennoson@googlemail.com>

Sent: Sunday, May 4, 2025 6:22 PM

To: Paul Watson <paul.watson@meopham-pc.gov.uk>; Dawn Bramer <dawnbramer@googlemail.com>

Cc: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Subject: Meopham Speedwatch

Paul/Dawn,

Meopham Speedwatch was as you know re- established in September 2024 and since then has maintained activity with 30 roadside sessions and over 270 offenders identified over the speed limit with one at 53mph and three over 40mph in a 30mph limit. The presence of the Speedwatch team in Meopham is facilitating speed awareness and safety on the roads .

We are very reliant on the Speed Indicator Device (SID) which is a Unipar Dual Message Display Unit on loan from Kent Police. The Unit has been shared with the Cobham Group until this week but now they have purchased their own Unit with funding from Cobham Parish Council. The cost is £2495 plus VAT but Parish Councils are exempt from VAT.

Kent Police will be establishing Groups in other areas of the County and we will need to return the loaned Unit. I understand there is already £1500 in the Meopham Parish Council budget for Speedwatch.

Could you as Meopham Councilors and Meopham Speedwatch Operators urgently progress approval for the purchase of a SID Unit at a cost of £2495 for the continuing use of Meopham Speedwatch .

The Unipar link

<https://www.uniparservices.com/uploads/files/1518622235DualMessageundatedPDF.pdf>

I look forward to a positive outcome.

Kind regards

Mike



The Original Tree Surgeons Limited

1 Tainter road

Hadlow

Kent

TN11 0HL

Tel: 07486377650 or 0800 145 5262

Fax:

Email: office@otskent.co.uk

Web: www.otskent.co.uk

Company Reg: 9636116

VAT No: 219 4215 21

Quote - BN6756

Date: 26/03/2025

Customer Ref: .

Site / Delivery Address

Meopham Parish Council
The Windmill
Meopham green
Wrotham road
Meopham
GB
DA13 0QA

Behind the Cricket Pavillion adjacent / on Steele's
Lane
Meopham
Gravesend
DA13 0QD

#	Product	Description	Qty	Unit Price	VAT(%)	Net Amount
1	Pruning	T1 - Lime - Crown reduce 30% (5m height, 3m lateral reductions).	1	£9,980.00	20	£9,980.00
		T2 - Lime - Crown reduce 30% (5m height, 3m lateral reductions).				
		T3 - Lime - Crown reduce 30% (5m height, 3m lateral reductions).				
		T4 - Lime - Crown reduce 30% (5m height, 3m lateral reductions).				
		T5 - Lime - Crown reduce 30% (5m height, 3m lateral reductions).				
		T6 - Lime - Crown reduce 30% (5m height, 3m lateral reductions).				
		A power platform is to be used near the pavillion to safeguard the building. Limited access for the road or road closure will be ideal.				

Terms:

Sub Total (exc. VAT) £9,980.00

VAT £1,996.00

Total (inc. VAT) £11,976.00

All brush and logs will be removed from the site, processed through a wood chipper and disposed of in an environmentally friendly way.

If you would like to proceed with the above recommendations, please email your acceptance to bob@otskent.co.uk Please include your quote number in the email.

Payment for the work is due on completion and prompt payment is greatly appreciated.



QUOTE

Finance & Grants Officer Meopham Parish Council
Meopham green

Date
28 Apr 2025

Expiry
28 May 2025

Quote Number
QU-0166

VAT Number
403608427

Theo Gander
34 The Street
Cobham
Kent
DA12 3BZ
Account Holder: Mr T A
Gander
Account Number:
40162361
Sort Code: 20-26-82

Description	Quantity	Unit Price	VAT	Amount GBP
Reducing/ re pollarding 6 x Lime trees	1.00	12,000.00	20%	12,000.00
All waste to be removed from site leaving it clean and tidy				
Subtotal				12,000.00
TOTAL VAT 20%				2,400.00
TOTAL GBP				14,400.00

Terms

Thank you for choosing TAG Tree Care for your tree care needs. Below is an outline of our terms and conditions, designed to ensure transparency and a smooth process for both parties. By accepting our quote, you agree to these terms, which form a legally binding contract between you and TAG Tree Care.

Quote Details

- This quote is valid for 30 days from the date issued.
- Any additional work requested on the day of service, outside the scope of the original quote, will incur an additional charge.

Deposits

- A non-refundable deposit is required for work exceeding £2,000
- If specialised equipment needs to be hired for your project, a non-refundable deposit will also be required to secure those arrangements.

Payment Terms

- Full payment is due on the day of work completion unless otherwise agreed upon in advance.
- Late payments will incur interest charges at a rate of 10% per week until paid in full.

Cancellation Policy

If you need to cancel your scheduled service, please notify us as soon as possible:

- Cancellations made within 48 hours of the scheduled start time will incur a charge of 50% of the quoted cost.
- Cancellations made within 24 hours of the scheduled start time will incur a charge of 100% of the quoted cost.

Access Requirements

- Please ensure that the agreed-upon access to the site is available on the day of service.
- If access changes or becomes restricted, please notify us at least 72 hours prior to the scheduled start time. Failure to provide this notice may result in additional costs if adjustments are needed to accommodate the change.

Additional Terms and Conditions

- TAG Tree Care is committed to the highest standards of safety and quality. All work will be performed professionally and in accordance with industry standards.
- TAG Tree Care cannot be held responsible for any pre-existing structural or site conditions not disclosed prior to the quote.
- Please note that tree work carries inherent risks, and our team will take all necessary precautions to ensure safety.

Should you have any questions or require clarification, feel free to contact us. Our goal is to provide you with exceptional service and ensure your project is completed safely and efficiently.

Thank you for trusting TAG Tree Care. We look forward to working with you.

Elite Tree Care and Gardening Services Ltd

13 Montpelier Avenue

Bexley

KT

DA53AP

+0132251797007522088482

elitetreecare@hotmail.com

VAT Registration No.: 461957070

**Elite Tree Care**
& Gardening Services LTD

Estimate

ADDRESS

TRACY HANLON

STEELES LANE

MEOPHAM

DA13 0PZ

ESTIMATE NO. 3461**DATE 17/05/2025**

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
06/05/2025	Tree Surgery	To carry out pollarding of 6 Lime trees using a truck-mounted MEWP (mobile elevated work platform). All work will be carried out in accordance with BS3998:2010 Tree Work - recommendations. Scope of Works: . Full Site assessment prior to commencement. . Set up pedestrian control measures. . Use of truck-mounted MEWP to safely access upper canopy. . Track mats supplied to protect grass from any wheel marks. . Reduce all 6 trees to previously established pollard points. . Remove and chip all arising debris on site. . Leave site clean and tidy upon completion . PLEASE NOTE - The works should only be carried out when the trees are dormant. Which would mean winter or early Spring.	1	6,800.00	6,800.00

SUBTOTAL6,800.00
VAT TOTAL1,360.00
TOTAL£8,160.00

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		1,360.00	6,800.00

Accepted By

Accepted Date

Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority

Name



Address

National Customer Contact Centre
99 Parkway Avenue
Sheffield
S9 4WF

Telephone number

03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details

Name of registered carrier

ELITE TREE CARE & GARDENING SERVICES LTD

Registered as

An upper tier waste carrier and dealer

Registration number

CBDU252665

Address of place of business

3A
MONTPELIER AVENUE
BEXLEY
DA5 3AP

Date of registration

30 August 2024

Expiry date of registration (unless revoked)

31 August 2027

This certificate was created on 9 October 2024. These details are correct at the time of certificate generation.

This copy has been issued under Regulation 6 of Waste (England and Wales) Amendment Act 2014 by the Environment Agency. This is copy number 1 of the certificate.

Making changes to your registration

Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 28 days of the change.

Broadway Hall
Horsforth
Leeds
LS18 4RS

Tel: 44(0)113 259 3560
enquiries@arborisk.co.uk

Elite Tree Care and Gardening Services Limited

We confirm details of our client's insurance programme below:

Business Description: Tree Surgery

Employers Liability

Insurer: Aviva Insurance Limited
Policy Number: ARB/47121893/002411
Renewal Date: 15/12/2025
Limit of Indemnity: £10,000,000 any one occurrence

Public/ Products Liability

Insurer: Aviva Insurance Limited
Policy Number: ARB/47121893/002411
Renewal Date: 15/12/2025
Limit of Indemnity: £5,000,000 any one occurrence in respect of public liability; any one occurrence and any one period of insurance in respect of products liability

Date: 14/12/2024

Signed for and on behalf of Arborisk

Yours sincerely

The Arborisk Team

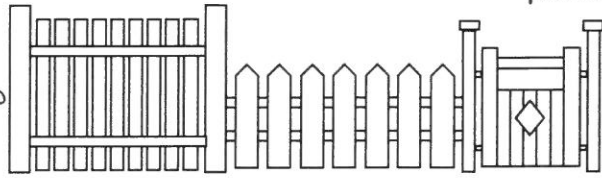
Email : enquiries@arborisk.co.uk

Phone: 0113 259 3560

The policy includes an indemnity to principals clause.

This letter is issued as a matter of information only and confers no rights upon the recipient of this letter other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policy or policies as described herein.

Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy described herein is subject to all terms, conditions or exclusions of such policy.



Item 14



A DAY'S LANDSCAPING & FENCING

Meopham parish council

Quote

19th May 2025

Meopham green

Removal of 33 posts at Meopham green

Erecting 33 new 4ft round posts
concreting in all posts and leveling.

£2226.00

Harvel green.

Removal of 46 posts. Erecting 46 new
5ft 4x4 posts into the ground at a depth of
2ft. concreting in and leaving tidy.

£2350.00

Preistwood green.

Removal of 14 posts. Erecting 14 4x4 posts.
with concrete £2350.00 All waste removed.

Contact Andy Day

Address: 'Shirley', Longfield Road, Longfield Hill, Kent, DA3 7AP.

Tel: 07706 991 627 or 01474 813303

Email: dayjames91@yahoo.com Facebook: A Days Landscaping and Fencing

Re: Invoice #250

From Chris Sims <chris@longfieldfencingandlandscaping.com>

Date Mon 2025-05-12 10:25 PM

To Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

Hi Tracey

So your quotes

For Meopham cricket ground you will need approximately
620 treated gravel boards (310 each side of the posts)

There are 10 missing or broken posts which will need replacing like for like and concreting in.

Gravel boards will all need 2 fixings each end

So total supply and fit for the entire cricket ground is £4320

For harvel green there are 3 posts missing and 43 posts that move/wobble over 2/3 inches

To replace the 3 missing posts would be supplied and fitted £180

To replace all 43 plus the 3 missing ones would be at a cheaper rate as there's a bulk buy involved so total would be £1850

If you just wanted the 43 to be dug out and extra postmix cement added to each hole to make them straight and no wobble that would be £875

For preistwood green it's the same sort of problem. There are 14 that need replacing/re cementing. They are a bigger post

So to replace all 14 would be £605

To remedy them with new concrete it would be £285

My only advice would be if you chose to re bed them with new concrete it won't change the deteriorated posts it will just put new cement around them protecting them against water slowing the process of the existing rot

Hope all this makes sense. Any questions please ask

Regards

Chris



www.longfieldfencingandlandscaping.com



chris@longfieldfencingandlandscaping.com



07535603511



Outlook

Fw: Quote - Rope Option- Andy Day

From Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

Date Tue 27/05/2025 8:54 AM

To Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>

Hi Lisa

Please see below, the quote from Andy Day for the 'rope' option on Meopham Green that he talked about.

Kind Regards

Tracey Hanlon

Tracey Hanlon
Finance & Grants Officer
Meopham PC

From: James Day <dayjames91@yahoo.com>

Sent: Friday, May 23, 2025 2:57 PM

To: Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

Subject: Re: Quote

Good afternoon I have 2 prices for installing the rigging rope around Meopham Green. Using approximately 550 meters of 32mm white rigging rope which is normally used as an boundary rope in cricket attached to each of the 312 posts around the Green using metal ring brackets which are attached to the posts using screws. The rope is then passed through the rings and secured at each end post.

£2348.00

Or opinion 2 All 312 posts are drilled through using a 35mm drill bit and then the rope is passed through the holes in each post and secured at each end using hex ended screws.

£1989.53

The above prices both include attaching sticky hazard tape to rope between posts. Also the above prices does not include vat If the parish decide to add vat then it's either £2817.60 or £2387.43

Regards Andrew Day A Days Landscaping and Fencing
07706 991627

From: James Day <dayjames91@yahoo.com>

Sent: 14 May 2025 9:49 AM

Re: Invoice #250

From Chris Sims <chris@longfieldfencingandlandscaping.com>

Date Mon 2025-05-12 10:25 PM

To Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

Hi Tracey

So your quotes

For Meopham cricket ground you will need approximately
620 treated gravel boards (310 each side of the posts)

There are 10 missing or broken posts which will need replacing like for like and concreting in.

Gravel boards will all need 2 fixings each end

So total supply and fit for the entire cricket ground is £4320

For harvel green there are 3 posts missing and 43 posts that move/wobble over 2/3 inches

To replace the 3 missing posts would be supplied and fitted £180

To replace all 43 plus the 3 missing ones would be at a cheaper rate as there's a bulk buy involved so total would be £1850

If you just wanted the 43 to be dug out and extra postmix cement added to each hole to make them straight and no wobble that would be £875

For preistwood green it's the same sort of problem. There are 14 that need replacing/re cementing. They are a bigger post

So to replace all 14 would be £605

To remedy them with new concrete it would be £285

My only advice would be if you chose to re bed them with new concrete it won't change the deteriorated posts it will just put new cement around them protecting them against water slowing the process of the existing rot

Hope all this makes sense. Any questions please ask

Regards

Chris



www.longfieldfencingandlandscaping.com



chris@longfieldfencingandlandscaping.com



07535603511

RE: Supply Of Boulders

From Mail <mail@mbskent.com>
Date Thu 2025-03-06 11:02 AM
To Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

1 attachment (185 KB)
700-900mm.jpg;

Good Morning Tracey,

Please see attached picture of boulders we would supply and quote below. This is for supply only as need to discuss over the phone regarding labour and placing of these boulders

150 Boulders 700-900mm Approx (350-400kg Approx) @£29,850.00 +vat

Regards,

Aman Whaid
(Managing Director)
Mobile:07947707656



Telephone office: 01227-366633
Email: mail@mbskent.com
Building supplies web: www.mbs.uk.com
Readymix concrete web: www.mbsreadymix.co.uk
Concrete pumping web: www.mbsconcretepumping.co.uk
Aggregates loose & bagged: www.mbsaggregates.co.uk

Established since 1984

Herne bay.
Mbs House, 80 Eddington lane, Herne bay , Kent, CT6 5TR

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Quality Assurance
Our Ready Mix Concrete conforms to
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From: Finance & Grants Officer - Meopham Parish Council [mailto:financeofficer@meopham-pc.gov.uk]
Sent: 28 February 2025 09:15
To: Mail <mail@mbskent.com>
Subject: Re: Supply Of Boulders

Good morning, Aman

Many thanks for your email. No you haven't missed my call.. I only work part time and am not in a position to call at the moment.

If you could give me an approximate cost for say 150 rocks of around 300kgs in size, that would be great at this stage.

Many thanks

Kind Regards

Tracey Harlan

Tracey Hanlon
Finance & Grants Officer
Meopham PC

From: Mail <mail@mbskent.com>
Sent: 25 February 2025 3:34 PM
To: Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>
Subject: FW: Supply Of Boulders

Good afternoon Tracey,
Not sure if I have missed your call but is this something you still required?

Regards,

Aman Whaid
(Managing Director)
Mobile:07947707656



Telephone office: 01227-366633
Email: mail@mbskent.com
Building supplies web: www.mbs.uk.com
Readymix concrete web: www.mbsreadymix.co.uk
Concrete pumping web: www.mbsconcretepumping.co.uk
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BS EN 12068-1 & BS6600

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From: Mail
Sent: 24 February 2025 12:43
To: 'Finance & Grants Officer - Meopham Parish Council' <financeofficer@meopham-pc.gov.uk>
Subject: RE: Supply Of Boulders

Good Morning Tracey,
I hope your keeping well. I'm sure this is something we can help with especially as I live in Cobham and like to preserve the look of the Village and surrounding villages.
Please can you call me to discuss this further.

Regards,

Aman Whaid
(Managing Director)
Mobile:07947707656



Telephone office: 01227-366633
Email: mail@mbskent.com
Building supplies web: www.mbs.uk.com
Readymix concrete web: www.mbsreadymix.co.uk
Concrete pumping web: www.mbsconcretepumping.co.uk
Aggregates loose & bagged: www.mbsaggregates.co.uk

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Quality Assurance
Our Ready Mix Concrete conforms to
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From: Finance & Grants Officer - Meopham Parish Council [<mailto:financeofficer@meopham-pc.gov.uk>]
Sent: 24 February 2025 11:59
To: Mail <mail@mbskent.com>
Subject: Fw: Supply Of Boulders

Good morning

I work for Meopham Parish Council and we are looking for a quote to supply and install boulders in between the posts on Meopham Green. We are currently having problems with Quad Bikes, dirt bikes etc turning up the grass that is also used for Cricket and Community events so need to install them in an effort to prevent these problems in the future.

It is a large area, and they would need to be installed all the way round, apart from the small area behind the Cricket Pavillion. I have attached some photos and a map confirming its location. Could you please advise if you would be able to provide a quote.

Re: Boulder Supply

From Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

Date Fri 2025-02-28 8:56 AM

To Richard Allen <richard.allen@aggregate.com>

Morning Richard

Many thanks for your quote. I will be in touch in the near future if the Councilors make a decision in your favour.

Thank you for your assistance.

Kind Regards

Tracey Hanlon

Tracey Hanlon
Finance & Grants Officer
Meopham PC

From: Richard Allen <richard.allen@aggregate.com>

Sent: 26 February 2025 9:50 AM

To: Dave Berry <david.berry1@aggregate.com>; Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

Subject: Re: Boulder Supply

Morning Tracey

Many thanks for your enquiry.

We are able to supply on a tipper lorry (not place) Granite Rocks of a weight between 60 and 300kgs. A 20 tonne load would therefore be approximately 150 Rocks. The cost for this would be £1,920 including VAT and the material is coming from Leicestershire, I have attached a picture below.

There is a company called **Gallaghers** who are in Kent who may be able to provide an alternative and their number is 01622 726262 *Quote 1.*

Kind regards

Richard



On Wed, 26 Feb 2025 at 08:48, Dave Berry <david.berry1@aggregate.com> wrote:
Good Morning Richard,

I hope you are well.

Can you please assist Meopham Parish Council below with their enquiry for boulders/rock armour please?

Thank you

Kind Regards

David Berry

Sales Manager - Kent

Aggregate Industries UK Ltd

Mobile: [07825 726177](tel:07825726177) Office: [0208 8966800](tel:02088966800)

Web: [Aggregate Industries](https://www.aggregateindustries.com) Connect: [LinkedIn](#) / [Twitter](#)

Aggregate Industries UK Ltd, Bardon Hill, Coalville, Leicestershire, LE67 1TL

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----- Forwarded message -----

From: **Southeast aggregates** - <southeast.aggregates@aggregate.com>

Date: Mon, 24 Feb 2025 at 16:56

Subject: Fwd: Boulder Supply

To: Dave Berry <david.berry1@aggregate.com>

----- Forwarded message -----

From: **Finance & Grants Officer - Meopham Parish Council** <financeofficer@meopham-pc.gov.uk>

Date: Mon, Feb 24, 2025 at 1:16 PM

Subject: Boulder Supply

To: southeast.aggregates@aggregate.com <southeast.aggregates@aggregate.com>

Good afternoon

I work for Meopham Parish Council and we are looking for a quote to supply and install boulders in between the posts on Meopham Green. We are currently having problems with Quad Bikes, dirt bikes etc turning up the grass that is also used for Cricket and Community events so need to install them in an effort to prevent these problems in the future.

It is a large area, and they would need to be installed all the way round, apart from the small area behind the Cricket Pavillion. I have attached some photos and a map confirming its location. Could you please advise if you would be able to provide a quote and if this is something you would be able to do.

Many Thanks

Kind Regards

Tracey Hanlon

Tracey Hanlon
Finance & Grants Officer
Meopham PC

--

Kind Regards

**London Aggregates Office
Brentford**

Please see our terms and conditions

<https://www.aggregate.com/standard-terms-sale>

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LE67 1TL

T 01455 288359 M 07738 134476 E richard.allen@aggregate.com

www.aggregate.com

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RE: Supply Of Boulders

From Vince Tourle (Contractor) <Vince.Tourle@gallagher-group.co.uk>

Date Mon 2025-02-24 1:37 PM

To Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

Cc Kaylee Evans <Kaylee.Evans@gallagher-group.co.uk>

 2 attachments (5 MB)

150_400mm Kentish Ragstone.jpg; 350_700mm Rip Rap.jpg;

Hi Tracey,

I have attached 2 images of our primary stone which might be of interest to you, these are sold at a rate of £60 per ton with haulage to Meopham with a 10 ton tipper load an additional £250 both plus vat

I'm afraid we can't assist with the laying/positioning of the stone - Additional
cost ?

I hope this assist at this stage

Regards

Vince Tourle (Contractor)
Masonry General Manager

☎ 01622 726262

☎ 07834 746014

✉ Vince.Tourle@gallagher-group.co.uk

🌐 www.gallagher-group.co.uk



BUILDING | CIVIL ENGINEERING | AGGREGATES | PROPERTY



Re: Supply Of Boulders

From Vince Tourle (Contractor) <Vince.Tourle@gallagher-group.co.uk>

Date Mon 2025-02-24 2:09 PM

To Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

Hi Tracey

They come in a variety of sizes from between 300mm to 700mm approx

Regards

Sent from [Outlook for Android](#)

Vince Tourle (Contractor)

Masonry General Manager

☎ 01622 726262

☎ 07834 746014

✉ Vince.Tourle@gallagher-group.co.uk

🌐 www.gallagher-group.co.uk



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The advertisement features a background image of dark, jagged hardcore material. At the top left is the Gallagher logo. The word 'HARDCORE' is written in large, white, distressed capital letters across the middle. Below it, the text 'GIVE YOUR PROJECT THE BEST FOUNDATION TO SUCCEED!' is displayed in white and green. On the right side, there is a black box containing white and green text: 'OVER 1,000,000 TONNES OF PRIMARY AND RECYCLED HARDCORE, GENERAL FILLS AND SUB-BASES AVAILABLE FOR YOUR SOUTH EAST PROJECTS.', 'NEXT DAY DELIVERIES', 'CALL OUR SALES TEAM NOW 01622 726262', 'QUALITY ASSURED. HIGHWAY SPECIFICATION APPROVED.', and the BSI logo with 'ISO 9001:2015 Gallagher Aggregates'. To the right of this text is a circular seal with 'PREMIUM QUALITY' and stars. At the bottom right, it says 'EXCELLENCE. DELIVERED.'

From: Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

Sent: Monday, February 24, 2025 1:50:29 PM

To: Vince Tourle (Contractor) <Vince.Tourle@gallagher-group.co.uk>

Subject: Re: Supply Of Boulders

Hi Vince



