

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 the **Annual Meeting of Meopham Parish Council** on **Tuesday 16th May 2023** at **7:00pm** to be held in the **Small Hall** at **Meopham Village Hall, DA13 0AT**. Papers have been circulated for items marked with (*)

Yours faithfully

Shaun Fishenden

Shaun Fishenden BA (Hons)
Clerk and Responsible Financial Officer
Date of Issue: Tuesday 2nd May 2023

AGENDA

1. **To elect the Chairman of Meopham Parish Council for the 2023/2024 Council Year and to receive the Declaration of Acceptance of Office from the Chairman**
2. **To elect the Vice-Chairman of Meopham Parish Council for the 2023/2024 Council Year and to receive the Declaration of Acceptance of Office from the Vice-Chairman**
3. **Apologies for Absence:** To receive and accept apologies
4. **Declarations of Members' Interests:**
 - 4.1 To remind all Members that they are required to submit their declaration of interest forms to the Monitoring Officer within twenty-eight days of the election
 - 4.2 To receive declarations of pecuniary and non-pecuniary interests for this meeting
5. **To approve minutes of the previous Full Council meeting:** 18.04.23 (*)
6. **Meopham Windmill Trust:** To receive an update on the Windmill Trust and consider any actions required to support the Trust in restoring its quorum of trustees
7. **Clerk's Report:** To note the report from the Clerk (*)
8. **Council Structure Review:** As agreed in decision **F.C. 113** on 09.08.22, to review the council's operating structure and determine whether to continue with the streamlined structure
9. **Committees & Working Groups – Terms of Reference**
 - 9.1 **Personnel Committee:** To agree the terms of reference for the Personnel Committee (*)
 - 9.2 **Planning Applications Working Group:** To agree the terms of reference for the Planning Applications Working Group (*)

10. **Personnel Committee – Membership:** To elect three members and two substitute members to the Personnel Committee as per the agreed terms of reference
11. **Annual Review of Council Operations**
 - 11.1 **Schedule of Meetings:** To note the schedule of meetings of meetings up to and including the next Annual Meeting of Council (*)
 - 11.1 **Meeting Start Time:** To agree the start time for all ordinary meetings of the Council
 - 11.2 **Asset Register:** To review and approve the inventory of land and assets including buildings and office equipment (*)
 - 11.3 **Keyholders:** To review and approve the key-holders for council buildings and assets (*)
 - 11.4 **Subscriptions:** To review and approve the Council's and employees' subscriptions to other bodies (*)
 - 11.5 **Arrangements for Receiving Correspondence:** To confirm that all councillors will continue to receive summons, agendas and minutes plus other correspondence via email
 - 11.6 **Banking Arrangements:** To review and approve the list of bank account signatories for 2023-2024 (*)
 - 11.7 **Internal Audit Report for 2022-2023:** To receive the Internal Audit report from Mulberry and Co and consider its recommendations (*)
- 12 **Parish Council Representatives on External Bodies**
 - 12.1 **Roles and Responsibilities:** To note the report from the Clerk setting out the responsibilities of representative roles as determined by the governing instrument for each organisation (*) (to follow)
 - 12.2 **Representation for 2023-2024:** To agree representatives for the 2023-2024 council year (*) (to follow)
- 13 **Council Governance**
 - 13.1 **Standing Orders:** To review the Council's Standing Orders (*) (to follow)
 - 13.2 **Financial Regulations:** To review the Council's Financial Regulations (*)
 - 13.3 **Scheme of Delegation:** To review the proposed Scheme of Delegation (*)
- 14 **Financial Matters**
 - 14.1 **Expenses Claims:** To consider the expenses claimed by the Clerk and Deputy Clerk (*)
 - 14.2 **Schedule of Payments:** To approve the schedule of payments up to 02.05.23, in accordance with Financial Regulation 5.2 (*)
 - 14.3 **Receipts & Payments Report:** To note the receipts and payments report up to 02.05.23
 - 14.4 **Bank Statements:** To receive the bank statements as of 02.05.23 (*)
 - 14.5 **Council Reserves:** To receive the reserves balance as of 02.05.23 (*)
 - 14.6 **Payments by Standing Order & Direct Debit:** To agree regular payments to be made by either standing order or direct debit (*)
- 15 **Progress Tracker for 2022-2023:** To note the finalised progress tracker for the 2022-2023 council year (*) (to follow)
- 16 **Matters for 2023-2024**
 - 16.1 **Student Advisors:** To consider introducing Student Advisors to the Parish Council from September 2023 (*)
 - 16.2 **St Johns Centre:** To consider authorising the Clerk to write to Meopham PCC advising them the Council wishes to commence discussions about securing a long lease of the whole building
 - 16.3 **Staffing Review:** To consider quotes received for commissioning a professional staffing review
 - 16.4 **Training Workshop:** To consider quotes received for venue hire for holding the council training/induction day on 3rd July 2023 (*) (to follow)

- 16.5 Community Forums:** To consider the recommendations of the report to establish informal networking groups facilitated by the Parish Council (*)
- 16.6 Community Toilet Scheme:** To consider authorising the Clerk to explore options for establishing a Community Toilet Scheme. There is no proposal to close the Pitfield Toilets, but to explore options as a contingency for future-proofing against future risks
- 16.7 Review of IT & Communications Costs:** To consider the recommendations of the report (*)
- 16.8 Men's Shed Survey:** To authorise the circulation of the proposed survey to assess demand (*)

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

- 17. Bus Shelter Cleaning Contract:** To consider quotes received for a new three-year bus shelter cleaning contract (*)