

Meopham Parish Council

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A Civility & Respect
Pledge Council

To all Members of Meopham Parish Council

You are hereby summoned to attend the **Annual Meeting of Meopham Parish Council** on **Tuesday 21st May 2024** at **7:00pm** to be held at **Judsons Pavilion, DA13 0EX**.
Papers have been circulated for items marked with (*)

Yours faithfully

Shaun Fishenden

Shaun Fishenden PSLCC
Clerk and Responsible Financial Officer
Date of Issue: Tuesday 14th May 2024

AGENDA

1. **To elect the Chairman of Meopham Parish Council for the 2024/2025 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 2024/2025 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:** To receive declarations of pecuniary and non-pecuniary interests for this meeting
5. **To approve minutes of the previous Full Council meeting:** 15.05.24 (*) (to follow)
6. **Committees & Working Groups – Terms of Reference**
 - 6.1 **Personnel Committee:** To agree the terms of reference for the Personnel Committee (*) (to follow)
 - 6.2 **Planning:** To agree to adopt either the draft terms of reference for a Planning Committee or for a Planning Applications Working Group (*)
7. **Personnel Committee - Membership:** To elect members to the Personnel Committee as per the agreed terms of reference
8. **Annual Review of Council Administration**
 - 8.1 **Schedule of Meetings:** To agree the schedule of meetings of meetings up to and including the next Annual Meeting of Council (*)
 - 8.2 **Asset Register:** To review and approve the inventory of land and assets including buildings and office equipment (*)
 - 8.3 **Keyholders:** To review and approve the key-holders for council buildings and assets (*)
 - 8.4 **Professional Memberships:** To review and approve the Council's and employees' memberships to other bodies for 2024/2025 (*)

- 8.5 **Software Licences:** To review and approve the Council's software licences for the 2024/2025 municipal year (*)
- 8.6 **Arrangements for Receiving Correspondence:** To confirm that all councillors will continue to receive summons, agendas and minutes plus other correspondence via their council email address
- 8.7 **Banking Arrangements:** To review and approve the list of bank account signatories for 2024/2025 (*)
- 8.8 **Payments by Standing Order & Direct Debit:** To agree regular payments to be made by either standing order or direct debit for 2024/2025 (*)
- 9. **Council Governance**
 - 9.1 **Standing Orders:** To review and approve the Council's Standing Orders for the 2024/2025 municipal year (*)
 - 9.2 **Financial Regulations:** To review and approve the Council's Financial Regulations for the 2024/2025 municipal year (*)
 - 9.3 **Scheme of Delegation:** To review and approve the Council's Scheme of Delegation for the 2024/2025 municipal year (*)
 - 9.4 **Publication Scheme:** To review and approve the Council's publication scheme for the 2024/2025 municipal year (*)
- 10. **Employee Handbook:** To review the council's employee handbook including all employment-related policies and determine whether to adopt (*) (to follow)
- 11. **Parish Council Representatives on External Bodies:** To agree representatives for the 2024-2025 council year (*)
- 12. **Contracts Register:** To note the Council's contract and leases register for the 2024/2025 municipal year (*)
- 13. **Work Programme for 2024/25:** To note the Council's work programme and agenda management timetable for the 2024/25 municipal year (*)
- 14. **Officer's Report:** To receive a report of items for information from the Clerk and Deputy Clerk