

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779
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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 17th October 2023** at **7:00pm** to be held at **Judsons Pavilion, DA13 0HX**. 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 10th October 2023

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. **To approve minutes of the previous Full Council meetings:** 14.08.23 and 02.10.23 (*)
4. **Public Session & External Reports**
 - 4.1 **Public Session**
 - 4.2 **Borough Councillors and County Councillor**
 - 4.3 **Police and Community Warden**
5. **Election of Vice-Chairman:** To elect a Vice-Chairman for the remainder of the 2023-2024 municipal year and to receive their Declaration of Acceptance of Office
6. **Officer's Report:** To receive a report of items for information from the Clerk and Assistant Clerk
7. **Financial Matters**
 - 7.1 **Approval of Payments:** To approve the payments made since the last meeting up to 10.10.23 (*)
 - 7.2 **Receipts & Payments Report:** To note the receipts and payments report up to 10.10.23 (*)
 - 7.3 **Bank Statements:** To note the bank statements as of 10.10.23 (*)
 - 7.4 **Council Reserves:** To note the reserves balance as of 10.10.23 (*)
 - 7.5 **Expenses Claim Forms:** To consider authorising the expenses claimed by the Clerk and Cllr Price (*)
 - 7.6 **Bank Signatories:** To review the council's bank signatories (*)
 - 7.7 **External Audit:** To note the External Auditors report and Certificate for the year ended 2022-2023, Section 3 of the Annual Governance & Accountability Return for the Parish Council has been received. The notice of conclusion of audit will remain on display for 14 days in compliance with the Accounts and Audit Regulations 2015

8. **Committees & External Representation**
 - 8.1 **Personnel Committee – Terms of Reference:** To consider adopting the revised terms of reference (*)
 - 8.2 **Personnel Committee – Membership:** To review the membership of the Personnel Committee in line with the amended terms of reference
 - 8.3 **KALC Gravesham Area Committee – Council Representatives:** To appoint two voting members to attend the KALC Gravesham Area Committee for the remainder of the 2023/2024 municipal year
 - 8.4 **Culverstone Community Association – Council Representative:** To appoint one voting representative to attend the CCA meetings for the remainder of the 2023/2024 municipal year
9. **Council Events**
 - 9.1 **Gravesham with Meopham Rotary Club – Proposed Music Event:** To consider the request from the Rotary Club to work in partnership to arrange a music-based event in Summer 2024 (*)
 - 9.2 **D-Day 80th Anniversary Celebrations:** To consider how the Parish Council wishes to commemorate the D-Day Celebrations in June 2024 (*)
10. **Environment & Amenities**
 - 10.1 **Hook Green – Tree Works:** To consider quotes received for tree works, following approval from the Tree Officer at GBC (*)
 - 10.2 **Edmund Green – Trees:** To consider agreeing to release the aerial survey report to residents as requested
 - 10.3 **Judsons Play Area – Seat Replacement:** To consider the quote received for replacing the swing seat at Judsons play area (*)
 - 10.4 **Motion from Cllr Sims – Meopham Windmill Site:** To discuss concerns about the condition of the Windmill gardens and to decide whether to write to Meopham Windmill Trust
11. **Community Grants:** To consider applications received to the Community Grant Scheme for the 2023-2024 financial year (*)
12. **Council Archives**
 - 12.1 **Scanning of Files:** To consider quotes received for bulk scanning of all council files (*)
 - 12.2 **Chamber Table and Chairs:** To consider donating the chamber table and twenty chairs currently in our storage container to Meopham Windmill Trust
13. **GOV.UK Domain Name:** To consider the quote received from CloudNext for renewing the www.meopham-pc.gov.uk domain name at a cost of £110 + VAT for a two-year period (*)
14. **Items for Information:** To receive verbal reports from all councillors for information only
15. **Progress Tracker:** To note the progress tracker of council decisions (*)

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. **Personnel Update:** To receive an update from the Chairman of Council on the suitability of the proposed consultant for the investigation