

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 a meeting of the **Full Council of Meopham Parish Council** on **Tuesday 5th March 2024** 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 PSLCC
Clerk and Responsible Financial Officer
Date of Issue: Tuesday 27th February 2024

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 16.01.24 (*)
4. **Public Session & External Reports**
 - 4.1 **Public Session**
 - 4.2 **Borough Councillors and County Councillor**
 - 4.3 **Police and Community Warden**
5. **Officer's Report:** To receive a report of items for information from the Clerk and Deputy Clerk Designate
6. **Financial Matters**
 - 6.1 **Approval of Payments:** To approve the payments made since the last meeting up to 13.01.24 (*)
 - 6.2 **Receipts & Payments Report:** To note the receipts and payments report up to 13.01.24 (*)
 - 6.3 **Bank Statements:** To note the bank statements as of 13.01.24 (*)
 - 6.4 **Council Reserves:** To note the reserves balance as of 13.01.24 (*)
7. **Strategic Plan 2024-2027**
 - 7.1 **Visioning Day:** To receive the report from Council HR & Governance Support regarding the visioning day held on 1 February 2024 (*)
 - 7.2 **Progression to Draft Plan:** To agree arrangements for formulating a draft strategic plan
8. **Council Administration**
 - 8.1 **VOIP Phone System:** To agree to switch our VOIP phone system from Zen Internet to Teams, at a cost of £49.20 per month for four staff. Current cost is £32.80 for two phone licences.

- 8.2 **HR Support:** To consider the recommendations of the report from the Clerk to appoint a HR support provider for the 2024-25 financial year (*)
- 8.3 **Declaration of Other Roles:** To note the correspondence received from the Clerk and Deputy Clerk Designate on external roles and directorships held (*)
- 9. **Council Services**
 - 9.1 **Community Toilet Scheme – Service Level Agreement:** To consider approving the draft service level agreement for venues participating in the Community Toilet Scheme (*)
 - 9.2 **Harvel Green – Replacement Bench:** To consider quotes received for a replacement bench on Harvel Green (*)
 - 9.3 **Community Grants Scheme 2024/25 – Participatory Budgeting:** To consider the recommendations of the report (*)
 - 9.4 **Southdown Shaw Allotments - Security of Site:** To consider authorising the Clerk, and Finance & Grants Officer to conduct research into costings and grant funding available for securing the allotment site
- 10. **Annual Parish Meeting 2024:** To note the arrangements for the Annual Parish Meeting on Wednesday 10th April 2024 (*)
- 11. **Council Projects & Events**
 - 11.1 **Village Fete and Festival 2024:** To consider and agree arrangements for the Village Fete and Festival, both event ideas have been agreed in principle under resolutions *F.C. 71 (20.06.23)* and *F.C. 151 (17.10.23)*
 - 11.2 **'Meopham Matters' Podcast:** To consider creating a resident-led podcast to increase community engagement with the Council (*)
- 12. **Council Confidentiality:** To discuss concerns regarding confidentiality of council information and agree any actions to maintain the council's duty of care towards its employees
- 13. **Liaison Councillor Reports:** To receive liaison councillor reports for information only
- 14. **Decisions 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

- 15. **WorkNest:** To receive an update from the Personnel Committee on the WorkNest review