

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 an extra-ordinary meeting of the **Full Council** of **Meopham Parish Council** on **Wednesday 15th May 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: Wednesday 8th May 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 16.04.24 (*) *This item is to confirm the accuracy of the minutes and not to raise matters arising.*
4. **Food Bank and Community Hub Project:** To consider the outline proposal received to launch a food bank and community hub within the parish (*) (to follow)
5. **Strategic Plan for 2024-2027:** To consider adopting the draft Strategic Plan as the final document for the remainder of the Council's term of office (*)
6. **Council Administration**
 - 6.1 **Efficiency Review:** To consider the quote received from CHRGS to conduct an efficiency review of the Parish Council office, at a cost of £2000, to be funded from general reserves (*)
 - 6.2 **Salary Benchmarking:** To consider the quote received from CHRGS to conduct a salary benchmarking exercise and evaluate the salary scale for a future Events Officer role, at a cost of £720, to be funded from general reserves (*)
 - 6.3 **Clerk Mentoring:** To consider the quote received from CHRGS to provide 10 x 1 hourly sessions of mentoring for the Clerk, at a total cost of £1000, to be funded from the Training budget (*)
 - 6.4 **Employee Assistance Programme:** To consider the quotes received for providing an EAP for both councillors and staff, to be funded from general reserves (*)
7. **Parish Council Website:** To consider the quotes received for the design and hosting of a new parish council website, to be funded from the New Website Project budget (*) (to follow)

8. **Pitfield Green Toilets – Future:** To consider the report on the future options for the Pitfield Green toilet block following their decommissioning on 1st April 2024 (*)
9. **Meopham Village Fete 2024**
 - 9.1 **Event Budget:** To agree a budget for the event
 - 9.2 **Good Cause:** To agree which council project any raised funds from the event will go towards
10. **Annual Parish Meeting 2024:** To consider arrangements for the annual parish meeting (*)
11. **Judsons Pavilion – Drainage:** To consider the quotes received for conducting a CCTV survey of the drainage at Judsons, following concerns around a collapsed drain (*)