

Meopham Parish Council

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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 16th January 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 10th January 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 Meetings:** To approve the minutes of the meetings held on 05.12.23 and 19.12.23 (*)
4. **Public Session & External Reports**
 - 4.1 **Public Session**
 - 4.2 **Borough Councillors and County Councillor**
 - 4.3 **Police and Community Warden**
5. **Councillor Vacancy**
 - 5.1 **Adjournment of Meeting:** To adjourn the meeting to enable candidates to give a verbal statement and to enable questions to be asked by Councillors
 - 5.2 **Co-option:** To agree to co-opt a suitable candidate to the vacancy in the Camer and Meopham Green ward (*)
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 09.01.24 (*)
 - 7.2 **Receipts & Payments Report:** To note the receipts and payments report up to 09.01.24 (*)
 - 7.3 **Bank Statements:** To note the bank statements as of 09.01.24 (*)
 - 7.4 **Council Reserves:** To note the reserves balance as of 09.01.24 (*)
 - 7.5 **Expenses Claim:** To approve the expenses claim received from the Clerk
8. **Council Administration**
 - 8.1 **Employee Assistance Programme:** To consider the report and recommendations from the Clerk to introduce an EAP for council officers (*)

- 8.2 **Council Processes Working Group:** To consider the report and recommendations from the Clerk on establishing a working group to review council processes (*)
- 8.3 **Liaison Councillors:** To consider the report and recommendations from officers to reinstate the liaison councillor system for the remainder of the 2023/24 municipal year (*)
- 8.4 **Meopham Windmill – Container Site:** To note the letter received from Meopham Windmill Trust, and consider agreeing actions arising from this (*)
- 9. **Community Grants Scheme – Audit:** To note the report from the Assistant Clerk following the audit of grants issued in 2023-24 to ensure they were spent in line with the Council's Community Grants Policy (*)
- 10. **Community Engagement Strategy:** To agree a strategy for the council's community engagement (*)
- 11. **Items for Information:** To receive verbal reports from all councillors, for information only
- 12. **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

- 13. **Personnel:**
 - 13.1 **Investigation:** To consider recommendations from the Personnel Committee on the remit and progress of the investigation
 - 13.2 **Recruitment Process:** To receive an update from Cllr Evans and Cllr Fisher on the recruitment process for Deputy Clerk and the additional staffing roles
 - 13.3 **Temporary Arrangements:** To agree to extend the temporary fixed term contracts for Ms Scozs and Mr Duffort until 31 March 2024 to enable the recruitment process to be completed.