

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



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 17th September 2024** at **7:00pm** to be held at **Harvel Village Hall, Harvel, DA13 0DS**. Papers have been circulated for items marked with (*)

Yours faithfully

Lisa Winter

Lisa Winter

Locum Proper Officer and Responsible Financial Officer

Date of Issue: Thursday 12th September 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 29.07.24 (*) *This item is to confirm the accuracy of the minutes and not to raise matters arising*
4. **Officer's Report:** To receive a report of items for information from the Locum Proper Officer and RFO
5. **Pitfield Green Toilets**
 - 5.1 **Parish Poll:** To receive the invoice, approve the payment and decide the budget to be used (to follow)
 - 5.2 **Refurbishment:** To receive and approve the payment of the Invoice from the surveyor for the initial report and decide the budget to be used (to follow)
 - 5.3 **Refurbishment:** To agree to progress with this surveyor to the next stage for specifying the detailed works and obtaining tenders. Budget to be determined
6. **Public Session & External Reports**
 - 6.1 **Public Session**
 - 6.2 **Borough Councillors and County Councillor**
 - 6.3 **Police and Community Warden**
7. **Council Administration - Schedule of Meetings:** To agree the schedule of meetings up to and including the next Annual Meeting of Council (*)

8. **Council Services - Extension of Service Contract:** To agree for the current service contract with Highview Trees to be extended to 31 March 2025
9. **Remembrance Event:** To agree arrangements for before, during and after the event
10. **Family Fun Days:** To receive an update from the liaison councillor on the family fun days run by Swale Community Leisure
11. **Meopham Village Fete:** To receive an update from the liaison councillor
12. **Community Grants Scheme 2024/2025:** To revoke the arrangements agreed on 5th March 2004 for a Participatory Budgeting Community Grant Scheme and revert to the agreed community grants policy and agree a deadline date for applications
13. **Liaison Councillor Reports:** To receive liaison councillor reports for information only
14. **Financial Matters**
 - 14.1 **Approval of Payments:** To approve the payments made since the last meeting up to 11.09.24 (to follow)
 - 14.2 **Receipts & Payments Report:** To note the receipts and payments report up to 11.09.24 (to follow)
 - 14.3 **Bank Statements:** To note the bank statements as of 11.09.24 (to follow)
 - 14.4 **Council Reserves:** To note the reserves balance as of 11.09.24 (to follow)
 - 14.5 **Expenses Claim Forms:** To authorising the expenses claimed by Cllr Price and Cllr Evans (to follow)
15. **Harvel Village Pond Warden:** To agree a vote of thanks for their years of service and to approve the purchase of a David Austin gift card. Amount and budget to be agreed.
16. **Judson's Recreational Grounds:** To agree budgetary arrangements for repairs to the fence around the car park
17. **Personnel Committee - Grievance**
 - 17.1 To agree that any current Grievance or Disciplinary investigation be dealt with by an independent external party. Company to be determined.
 - 17.2 To agree that the Personnel Committee be given delegated authority to oversee the investigation and implement any recommendations ultimately made, as appropriate.
 - 17.3 To agree a budget for this process
18. **Personnel Committee – Clerk Appointment**
 - 18.1 To approve the recommendation that the NALC LC2 (29-32) Pay Scales be paid to the Locum Proper Officer and RFO
 - 18.2 To approve the recommendation that the current Locum Proper Officer and RFO be appointed to the position of Clerk for 30 hours per week on the NALC LC2 (29-32) Pay Scales as previously approved for this position by Full Council on 23rd December 2023.