

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 18th July 2023** at **7:00pm** to be held in the **Small Hall** at **Meopham Village Hall, DA13 0AT**. Papers have been circulated for items marked with (*)

Yours faithfully

Shaun Fishenden

Shaun Fishenden BA (Hons)

Clerk and Responsible Financial Officer

Date of Issue: Wednesday 12th July 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 meeting:** 20.06.23 (*)
4. **Councillor Vacancies**
 - 4.1 **Voting Process:** To agree the voting process for co-opting candidates
 - 4.2 **Candidate Questions:** To agree the questions to be asked (*) (to follow)
 - 4.3 **Applications Received:** To consider applications received and to co-opt any candidates deemed suitable (*)
5. **Clerk's Report:** To note the report from the Clerk (*)
6. **Financial Matters**
 - 6.1 **Approval of Payments:** To approve the payments made since the last meeting up to 12.07.23 (*)
 - 6.2 **Receipts & Payments Report:** To note the receipts and payments report up to 12.07.23 (*)
 - 6.3 **Bank Statements:** To receive the bank statements as of 12.07.23 (*)
 - 6.4 **Council Reserves:** To receive the reserves balance as of 12.07.23 (*)
 - 6.5 **Internal Auditor:** To consider re-appointing Mulberry and Co for a further three years, to be fixed at the price of £65 per hour (*)
 - 6.6 **Expenses Claim:** To consider approving the expenses claimed by the Clerk (*)
7. **Remembrance Event:** To agree arrangements for the event following a verbal report from the Remembrance Event Working Group
8. **Judsons Pavilion:** To consider correspondence received from Meopham Colts (*)
9. **Camer Parade – KCC Highways:** To consider the proposal from KCC Highways and determine whether the Parish Council wishes to fund the design and safety audit fees totalling £2975 + VAT (*)

10. **Coronation Bench – Harvel Green:** To consider purchasing a Plaswood bench (*)
11. **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

12. **Staffing Review:** To consider the recommendations of the independent staffing review report produced by LGRC (*) (to follow)
13. **Deputy Clerk – Leave Arrangements:** To agree leave arrangements for the Deputy Clerk