

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 19th November 2024** at **7:30pm** 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 14th November 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 15.10.24. *This item is to confirm the accuracy of the minutes and not to raise matters arising (*)*
4. **Public Session & External Reports**
 - 4.1 **Public Session**
 - 4.2 **Borough Councillors and County Councillor**
 - 4.3 **Police and Community Warden**
5. **Memorandum of Understanding with Chernihiv Region, Ukraine:** To confirm agreement to formalize the collaboration between Meopham Parish and Chernihiv (briefing document to follow)
6. **Officer's Report:** To receive a report of items for information from the Clerk.
7. **Community Events:**
 - 7.1 **Village Fete:** Minute reference F.C. 327 confirming £1500 event budget.
 - 7.2 **Act of Remembrance:** Vote of thanks to the Proprietor of Minel for hosting the Civic Reception following the service with no charge to the Parish Council.
 - 7.3 **Act of Remembrance:** Additional event expenditure incurred under delegated authority for the safe delivery of the event (*)
 - 7.4 **Carols on the Green:** To confirm the date and arrangements for the event.

The Clerk recommends a budget transfer from the Community Engagement budget to the Community Events budget to cover the expenditure for 7.1 and 7.3 above.

8. **Community Grants:** To consider a late application received for the Community Grant Scheme for the 2024-2025 financial year. (*) The Clerk recommends, if Councillors are mindful to grant this application, a transfer from the Community Engagement budget to the Community Grants budget.
9. **Financial Matters**
- 9.1 **Approval of Payments:** To approve the payments made since the last meeting up to 14.11.24 (*)
- 9.2 **Receipts & Payments Report:** To note the receipts and payments report up to 14.11.24 (*)
- 9.3 **Bank Statements:** To note the bank statements as of 14.11.24 (to follow)
- 9.4 **Statement of Internal Control:** Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The Chairman of the Council and the Clerk to sign (*)
- 9.5 **Expenses Claim Form:** To authorise the expenses claimed by Cllr Evans (to follow)
10. **Youth and Community: Family Fun Days:** Retrospective agreement for the August and October/November 2024 family fun days run by Swale Leisure and confirmation of funding for future dates confirmed with the Clerk within the budget (to follow)
11. **Solar Farm:** To consider the request received from the Parish Clerk of Ash-Cum Ridley
12. **Government Consultation - Remote Attendance at Local Authority Meetings:** To agree a corporate response
13. **Liaison Councillor Reports:** To receive liaison councillor reports for information only

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

14. **Subject Access Request (SAR):** Due to the legal requirement to comply with a SAR request within set timescales, Members are asked for retrospective agreement to instruct a solicitor and to agree the costs for their involvement. (*)