

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



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 2nd July 2024** at **7:00pm** to be held at **Judsons Pavilion, DA13 0HX**. Papers will be circulated for items marked with (*)

Yours faithfully

Shaun Fishenden

Shaun Fishenden PSLCC

Clerk and Responsible Financial Officer

Date of Issue: Wednesday 26th June 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 04.06.24 (*) *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. **Parish Poll Update: Statement of the Current Position to be provided by the Chairman of Council**
6. **2023-24 End-of-Year Financial Matters**
 - 6.1 **Annual Governance Statement (*):** To approve the Annual Governance Statement for 2023-24, Section 1 of the AGAR for the year ending 31 March 2024
 - 6.2 **Accounting Statements, Bank Reconciliation and Variances (*):** To approve the Accounting Statements for 2023-24, Section 2 of the AGAR for the year ending 31 March 2024 and the supporting Bank Reconciliation as at 31 March 2024 and the explanation of the significant variations from last year (2022-23) to this year (2023-24)
 - 6.3 **Exercise of Public Rights:** To note the proposed dates (Weds 3 July 2024 to Tuesday 13 August 2024) for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer
7. **Financial Matters**
 - 7.1 **Approval of Payments:** To approve the payments made since the last meeting up to 25.06.24 (*)

- 7.2 Receipts & Payments Report:** To note the receipts and payments report up to 25.06.24 (*)
 - 7.3 Bank Statement:** To note the Unity bank statement as of 25.06.24 (*)
- 8. Council Administration:**
 - 8.1** To appoint the assistant clerk as Locum Proper Officer and RFO.
 - 8.2** To delegate discussions surrounding the terms of the appointment to the Personnel Committee
 - 8.3** To consider cancelling the scheduled Planning Committee meetings for an initial three months period, and consider agreeing that no responses will be provided to applications other than for major or significant applications received, to be determined by the Assistant Clerk in conjunction with the Chairman of Council
- 9. Village Fete:** To receive an update from Councillor Evans
- 10. Liaison Councillor Reports:** To receive liaison councillor reports for information only
- 11. Officer's Report:** To receive a report of items for information from the Assistant Clerk

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 Matters:**
 - 12.1** To Receive an update from the Personnel Committee
 - 12.2** To approve the Recruitment Process and Budget for the Role of the Proper Officer and RFO
- 13. Update from Chairman of Council regarding Correspondence Received**