

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779
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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 4th June 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 29th May 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 21.05.24 (*) *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. **2023-24 End-of-Year Financial Matters**
 - 5.1 **To review the effectiveness of the system 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
 - 5.2 **Annual Governance Statement (*):** To approve the Annual Governance Statement for 2023-24, Section 1 of the AGAR for the year ending 31 March 2024
 - 5.3 **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)
 - 5.4 **Exercise of Public Rights:** To note the proposed dates (Weds 5 June 2024 to Tuesday 16 July 2024) for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer
6. **Financial Regulations:** To consider adopting the revised model financial regulations (*)

7. **Council Services**
 - 7.1 **Pitfield Green Toilets – Position Statement:** To note the position statement of the Council for the Parish Poll on the toilet block
 - 7.2 **Southdown Shaw Allotments – Container:** To consider the proposal from the Allotment Association for an additional container next to the composting toilet (*)
 - 7.3 **Service Contract – Specification:** To consider the draft specification for the re-tender of the service contract (*)
8. **Work Programme for 2024/25:** To note the Council's work programme and agenda management timetable (*)
9. **Officer's Report:** To receive a report of items for information from the Clerk and Deputy Clerk