

Meopham Parish Council

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Distribution overleaf
Dear Sir/Madam,

29th April 2014

SUMMONS AND AGENDA FOR THE ANNUAL MEETING OF MEOPHAM PARISH COUNCIL

There will be a meeting of MEOPHAM PARISH COUNCIL on Tuesday, 6th May 2014 at 7.30 pm in the St John's Centre, Wrotham Road, Meopham. Please find attachments to items marked (*).

Yours faithfully,

S Steven
Clerk.

AGENDA

1. To receive apologies for absence
2. To receive declarations of Members' Interests
3. To elect the Chairman, Vice-Chairman and Treasurer of Meopham Parish Council for the 2014/2015 Council Year (*)

The meeting will be adjourned to receive any reports from County or Borough Councillors and to answer any questions from members of the public

4. To approve the minutes of the previous meetings (18/03/14) and (11/04/14) (*)
5. To consider any matters arising from the above Minutes
6. To receive and note minutes of and/or to determine recommendations made by Standing Committees:
 - a) Planning & Projects Committee: 22nd April 2014 (*)
 - i. To approve a recommendation of a virement in the sum of £500 from the reserves to the Bus Shelter Cleaning budget within the Planning and Projects Committee budget (minute ref P.79)
7. To consider the following motion from Cllr Leyshon: This Council resolves to rotate Full and Extraordinary Meetings and Standing Committee Meetings of Meopham Parish Council throughout the three parish wards in venues already available, to encourage parishioner involvement in the democratic process.
8. To consider the following motion from Cllr Rayner: Meopham Parish Council resolves that all meetings of the Administration and Resources Standing Committee shall commence at 10.45 am with immediate effect
9. To determine the time and place of meetings of Ordinary Council and Ordinary Standing Committees up to and including the next Annual Meeting of Council (*)
10. To review and approve the responsibilities delegated to the Standing Committees (*)
11. To review and approve the terms of reference for the Standing Committees (*)
12. To appoint members to the Standing Committees (*)
 - a) Administration and Resources
 - b) Planning and Projects
 - c) Environment and Amenities

13. To appoint the Chairman and the Vice-Chairman to the Standing Committees
 - a) Administration and Resources
 - b) Planning and Projects
 - c) Environment and Amenities
14. To appoint any new Standing Committees in accordance with Standing Order 4
15. To review and approve the delegated responsibilities and terms of reference to Committees (*)
16. To appoint members to the Committees
17. To appoint any new Committees in accordance with Standing Order 4
18. To endorse the delegated authority to employees (*)
19. To review and approve the representation on or work with external bodies and arrangements for reporting back (*)
20. To review and approve the inventory of land and assets including buildings and office equipment *(to follow)*
21. To review and approve the arrangements for insurance cover in respect of all insured risks (*)
22. To review and approve the Council's and/or employees' subscriptions to other bodies (*)
23. To review the Council's complaints procedures (*)
24. To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (*)
25. To confirm and approve the keyholders for the Parish Office, Judsons Pavilion, Southdown Shaw Allotments and Harvel Green (*)
26. To consider the following motion from Cllr Leyshon: This Council supports the work of the charity 'Brake' in its campaign to support the introduction of 20mph as the default urban speed limit and will request our local Member of Parliament to call on his parliamentary colleagues to bring appropriate legislation to the House of Commons
27. To consider the following motion from Cllr Ferrin: To determine representation from Meopham Parish Council at the Neighbourhood Plan Briefing meeting(s) with Mr Adam Holloway, MP, the Campaign to Protect Rural England (CPRE) and Gravesham Parish Councils
28. To consider the following motion from Cllr Buchanan: This Council directs Cllr Rayner to disclose to this meeting whether any person or persons named in his report, undertaken on behalf of the Council, have been made aware of the particulars of any alleged criminal offences of which they may be accused
29. To consider the following motion from Cllr Bramer: This meeting requests the Chairman to explain why statements by Councillor H. Rayner of clear evidence of criminal activities within the Parish Council made at an Extraordinary Full Council meeting over a year ago have still neither been reported to the police nor been withdrawn.

Distribution (all attachments):

Council Members: Cllrs. A. Aitken, M. Bramer, S. Buchanan, J. Ferrin, P. Hasler, K. Kemsley, R. Knott, A. Leyshon, J. McTavish, D. Powell, H Rayner and B. Wade

Agenda only

Member of Parliament:

Mr A Holloway

County Councillor:

Cllr. B Sweetland

Borough Councillors:

Cllr. Mrs L Boycott
Cllr. Mrs J Burgoyne

Cllr. J Cubitt
Cllr. D Shelbrooke

Press:

Kent Messenger, Gravesend Reporter, News Shopper, Mrs D Peck