

Meopham Parish Council

All correspondence to:
The Windmill, Meopham Green, Meopham, Kent DA13 0QA
Telephone: 01474 813779

Clerk: Mrs S Eggesden
www.meopham.org

E-mail: clerk@meopham.org



8th May 2019

Dear Sir/Madam,

SUMMONS AND AGENDA FOR THE ANNUAL MEETING OF MEOPHAM PARISH COUNCIL

There will be a meeting of **MEOPHAM PARISH COUNCIL** on Tuesday 14th May 2019 at 7.30 pm at the **Cricket Pavilion, Meopham Green, Wrotham Road, Meopham**. Please find attachments to items marked (*)

Yours faithfully

Sarah Eggesden

Clerk

AGENDA

1. To elect the Chairman of Meopham Parish Council for the 2019/2020 Council Year and to receive the declaration of acceptance of office from the Chairman.
2. To elect the Vice-Chairman of Meopham Parish Council for the 2019/2020 Council Year and to receive the declaration of acceptance of office from the Vice-Chairman.
3. To receive apologies for absence
4. To receive Declaration of Acceptance of Office forms from councillors or to agree the deadline for signature of the Declaration of Acceptance of Office
5. To receive declarations of Members' Interests
6. To approve the minutes of the previous Full Council meetings (02.04.19, 09.04.19 and 25.04.19) (*)
7. To consider any matters arising from the above Minutes
8. To agree the revised schedule of the ordinary meetings of the Full Council and Standing Committees for 2019/2020 up to and including the next Annual Meeting of Council (*) and:-
 - 8.1 To agree all ordinary meetings of the Council and Standing Committees to start at 7:30pm, subject to any changes in accordance with council policy
 - 8.2 To agree to delegate to the clerk the arrangements for the venues for the ordinary meetings of the Council within the Parish
9. To review and approve the council's
 - 9.1 Standing Orders (*)

- 9.1.1 To agree to change the quorum for all standing committees and committees to 3 members. {SO 4d (viii)}
- 9.2 Financial Regulations (*)

- 10. To review and approve the terms of reference and responsibilities delegated to the Standing Committees and Committees, taking into account item 9.1.1 (*)
 - 10.1 Administration and Resources
 - 10.2 Environment and Amenities
 - 10.3 Planning and Projects
 - 10.4 Planning Applications
 - 10.5 Judson's Pavilion
 - 10.6 Personnel

- 11. To review the council's delegation policy (*)

- 12. To approve the membership of the Standing Committees and Committees (*) (to follow)

- 13. To appoint the Chairman and the Vice Chairman of the Standing Committees and Committees
 - 13.1 Administration and Resources
 - 13.2 Environment and Amenities
 - 13.3 Planning and Projects
 - 13.4 Planning Applications
 - 13.4.1 To consider electing a Chairman on a rota basis as in previous years and to delegate to the Clerk to organise
 - 13.5 Judson's Pavilion
 - 13.6 Personnel

- 14. Council's representation on external bodies (*) (to follow)
 - 14.1 To approve the removal of the Clay Cottage Trust from the list
 - 14.2 To appoint a representative to the vacancies on the list
 - 14.3 To then approve the proposed list of the council's representatives on other external bodies

- 15. To review and approve the inventory of land and assets including buildings and office equipment (*) (to follow)

- 16. To confirm and approve the key holders for the Parish Office, Container Site, Judson's Pavilion, Southdown Shaw Allotments, Harvel Green gate and drop down posts and Pitfield Green Toilets (*)

- 17. To review and approve the Council's and/or employees' subscriptions to other bodies (*)

- 18. To review and approve the council's complaints procedure:-
 - 18.1 Disciplinary and Grievance policy (*)
 - 18.2 Appeal policy (*)
 - 18.3 Complaints policy (*)

- 19. To agree to delegate the review of the Council's policies, procedures and practices in respect of its obligations under freedom of information, data protection, GDPR and media to the Administration and Resources Standing Committee.

- 20. General Power of Competence (*)
 - 20.1 to reaffirm the eligibility criteria required to hold the General Power of Competence

20.2 to adopt the General Power of Competence for the coming term of office of the council

21. To note the arrangements for insurance cover in respect of all insurable risks for 2019-20 (*) (to follow)
22. Councillor arrangements for receiving correspondence
 - 22.1 To confirm that all councillors will receive summons, agendas and minutes plus other correspondence via email
 - 22.2 To note the setting up of a Working Group of Administration and Resources Committee to discuss the issuing of corporate email accounts to councillors, as recommended by our Data Protection Officer.
23. Co-option
 - 23.1 To note that the council has 4 vacancies that can filled via co-option
 - 23.2 To note the councils co-option policy and to approve the proposed timetable for filling the vacancies by co-option in order the meet the Gravesham Borough Council's deadline of 24th June 2019 (*) (timetable - to follow)
24. Financial Matters
 - 24.1 To approve the schedule of payments in accordance with Financial Standing Order 5.2 (*) (to follow)
 - 24.2 To approve the closure of the Lloyds Bank Instant Business account and the transfer of the balance (£34, 604.79) to Lloyds Bank Treasurer's Account
 - 24.3 To note the payments for the Judson's Pavilion project are to be paid from the Unity Trust Bank Account where possible
 - 24.3 To approve the transfer of £78,000 from Natwest Bank account to Unity Trust account for the Judson's Pavilion project to cover payments for the project
 - 24.4 To approve the clerk to make any necessary transfers from Lloyd's Bank Treasurers account to Unity Trust Bank and to allow expenditure from the council's reserves to cover payments for the Judson's Pavilion project until the grant money has been reclaimed from the Football Foundation and VAT refunded from HMRC
 - 24.5 To delegate to the clerk the authority to make payments from the council's accounts, including the reserves, as necessary to meet the obligations of the Judson's Pavilion project to an unlimited amount subject to prior scrutiny by the Project Manager, in consultation with the Chairman of the Council and the Chairman of the Judson's Pavilion Committee. All amounts spent under this delegation will be reported to the Full Council at the earliest opportunity.
 - 24.6 To review the current signatories on the bank accounts and to approve any additional signatories.
25. To consider a request from the Harvel Fete Committee for the Parish Council to fund Kent Wildlife Trust to participate with a stall at the Harvel Fete on the 29th June 2019 (*) (to follow)
26. To note correspondence received (*)
27. Chairman's Announcements

Distribution (all attachments):

Council Members: Cllrs. D Bramer, M Bramer, S Buchanan, S Goffon, P. Luxford, J McTavish, J Ogden and B Wade

Agenda only

Member of Parliament:

Mr A Holloway

County Councillor:

Cllr. B Sweetland

Borough Councillors:

Cllr F Wardle

Cllr. D Tiran

Cllr. G Harding

Cllr.E Aslam

Community Warden: M Cason

PCSO: R King

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