

Meopham Parish Council

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To all Members of Meopham Parish Council

You are hereby summoned to attend the **Annual Meeting of Meopham Parish Council** on **Tuesday 17th May 2022** at **7:30pm** to be held at the **Cricket Pavilion, Meopham Green, DA13 0DQ**.

Yours faithfully

Shaun Fishenden

Shaun Fishenden
Clerk and Responsible Financial Officer
Date of Issue: Monday 9th May 2022

AGENDA

1. **To elect the Chairman of Meopham Parish Council for the 2022/2023 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 2022/2023 Council Year and to receive the Declaration of Acceptance of Office from the Vice-Chairman**
3. **Apologies for Absence:** To receive and accept apologies
4. **Declarations of Members' Interests:**
 - 4.1 To remind all Members that if any of their disclosures on the Disclosable Pecuniary Interests form submitted to GBC have changed, they need to update their forms within twenty-eight days, forms can be obtained from the Clerk.
 - 4.2 To receive declarations of pecuniary and non-pecuniary interests for this meeting
5. **To approve the minutes of the previous Full Council meeting: 22.03.22 (*)**
6. **2021-22 End-of Year Financial Matters**
 - 6.1 **To review the effectiveness of the system of Internal Control (*) (to follow):** 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
 - 6.2 **Annual Governance Statement (*):**
To approve the Annual Governance Statement for 2021-22, Section 1 of the AGAR for the year ending 31 March 2022
 - 6.3 **Accounting Statements, Bank Reconciliation and Variances (*):**
To approve the Accounting Statements for 2021-22, Section 2 of the AGAR for the year ending 31 March 2022 and the supporting Bank Reconciliation as at 31 March 2022 and the explanation of the significant variations from last year (2020-21) to this year (2021-22)
 - 6.4 **Exercise of Public Rights**

To note the proposed dates (Monday 13 June 2022 to Friday 22 July 2022) for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer

7. **Schedule of Meetings for 2022-2023**
 - 7.1 To approve the proposed schedule of meetings of the Full Council and Standing Committees for 2022/23 up to and including the next Annual Meeting of Council (*)
 - 7.2 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. **Council Governance:** To review and approve the Council's –
 - 8.1 Standing Orders (*) (to follow)
 - 8.2 Financial Regulations (*) (to follow)
 - 8.3 Delegation Policy (*)
 - 8.4 Complaints Policy (*)
9. **Committees and Working Groups:** To approve Terms of References for the following committees and working groups that report to Full Council -
 - 9.1 Administration and Resources Committee (*)
 - 9.2 Environment and Amenities Committee (*)
 - 9.3 Planning and Projects Committee (*)
 - 9.4 Planning Applications Working Group (*)
 - 9.5 Personnel Working Group (*)
10. **Committee and Working Group Membership:** To approve the membership of the Committees and Working Groups that report to Full Council (*) (to follow)
11. **Election of Committee and Working Group Chairman and Vice-Chairman**
 - 11.1 Administration and Resources Committee
 - 11.2 Environment and Amenities Committee
 - 11.3 Planning and Projects Committee
 - 11.4 Planning Applications Working Group: To consider continue to operate a rotating chairmanship and to delegate to the Clerk to arrange
 - 11.5 Personnel Working Group
12. **Parish Office Working Group:** To review the membership of the Parish Office Working Group and to approve that it reports to Full Council instead of A&R (*)
13. **Council Restructure – Motion from Cllr Buchanan**
 - 13.1 In the light of the fact that there have been a significant number of extraordinary meetings of the Council and committees in the last year, it is proposed that a Working Group of four councillors, one of whom should be a newer councillor, and the Clerk, be established to review the structure and current functions of the Council and to the terms of reference of each Committee of the Council, in particular with the aim of avoiding such extraordinary meetings except when they are strictly imperative, and that the said group should make a report to Full Council in July 2022.
 - 13.2 *If the above motion is approved* to determine the composition of the said Working Group
14. **Working Groups:** To agree that the membership of any Working Groups that report to individual committees will be reviewed at the first Committee meeting after the Annual Council Meeting
15. **Representation on External Bodies:** To approve the Council's representation on external bodies (*)

16. **Asset Register:** To review and approve the inventory of land and assets including buildings and office equipment (*) (to follow)
17. **Key-Holders:** To confirm and approve the key-holders for council buildings and assets (*)
18. **Subscriptions:** To review and approve the Council's and employees' subscriptions to other bodies (*)
19. **Arrangements for Receiving Correspondence:** To confirm that all councillors will continue to receive summons, agendas and minutes plus other correspondence via email
20. **Policy Review**
To agree to adopt a rolling review schedule for all council policies, for them to be considered by Full Council or Administration and Resources rather than being presented at Annual Meetings of the Council
21. **Banking Arrangements**
 - 21.1 To authorise the Clerk to order a Unity Trust Bank Corporate MultiPay card with an initial set-up fee of £50 and charges of £3 per month
 - 21.2 To authorise the Clerk to complete an application to set up a 'Council Saver' account with Cambridge Building Society and to authorise two signatories to transfer an opening sum of £82,000 from the Lloyds account
 - 21.3 To authorise the Clerk to internally transfer the amount required to bring the Unity account in-line with the £85,000 threshold. This money will be transferred to the Lloyds account
 - 21.4 To review and approve the list of bank account signatories for 2022/23 (*)
22. **Financial Matters for 2022-2023**
 - 22.1 To consider the expenses claimed by the Clerk, Assistant Clerk and Cllr McTavish (*) (to follow)
 - 22.2 To approve the schedule of payments in accordance with Financial Standing Order 5.2 (*) (to follow)
 - 22.3 To receive the bank statements as of 09.05.22 (*) (to follow)
 - 22.4 To receive Meopham Parish Council's receipts and payments report up to 15.03.22 (*) (to follow)
23. **Chairman's Announcements**

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

24. **Operation London Bridge:** To receive an update from the Clerk and Assistant Clerk on Op London Bridge preparations and authorise any necessary expenditure (*) (to follow)
25. **Office Cleaning Contract:**
 - 25.1 To consider terminating the office cleaning contract with the current provider
 - 25.2 *If the vote to item 25.1 is positive*, to authorise interim arrangements for office cleaning
 - 25.3 *If the vote to item 25.1 is positive*, to authorise the Clerk to advertise for a replacement cleaner or contract cleaner for the office, subject to it being within the allocated budget for 2022/23