

EAST PECKHAM PARISH COUNCIL

Clerk to the Council, Miss. E Ellis
East Peckham Jubilee Hall, Pippin Road, East Peckham, Kent, TN12 5BT
Telephone: 01622 871309 Email: councilmanager@eastpeckham-pc.gov.uk

11th January 2023

Dear East Peckham Parish Councillors,

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the Parish Council on Monday 16th January 2023 in the Meeting Room at Jubilee Hall, Pippin Road, East Peckham, TN12 5BT at 7pm

Jackie Perretta, Assistant Parish Clerk

AGENDA

NOTICE OF MEETING – Public Notice of the meeting has been given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972. The meeting is open to the press and public and may be filmed

Mobile phones must not be used during meetings

The meeting will adjourn to take questions from the public, the public may not speak at any other time unless invited to do so by the chairman

Only one conversation may happen at a time

All decisions require a proposer and a show of hands, a seconder is recommended.

Councillors are reminded of the seven Nolan Principles and Code of Conduct for conduct of people in public life.

1. **Apologies for absences and absentees:** To receive and approve any apologies.

2. **Declarations of Interests and/or lobbying**
Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the Agenda. *Please note that the clerk cannot advise members on this. Members are personally responsible for declaring an interest. Members are respectfully advised to read the Code of Conduct for information. Councillors are responsible for ensuring that their Registers of Interests are up to date (within 28 days of any changes).*

3. **Elections and Vacancies**
 - 3.1 **Councillor vacancies:** 3 vacancies
Note: elections in May

4. **Reports from County Councillor, Borough Councillors, PCSO & Community Warden**

5. **To adjourn in order to enable members of the public to address the meeting**
 - 5.1 To receive correspondence from residents
 - 5.2 To take questions from residents

6. **Full Council Minutes**
 - 6.1 To confirm the accuracy of the minutes of the meeting held on 19th December 2022.

7. **Clerk's report**
 - 7.1 To receive a report from the Assistant Clerk.

8. **Groups & Organisations:** Members who attended any committee meeting of the Parish Council will be invited to give a brief report.
 - 8.1 To receive reports from the Chairman of Committees, Sub-Committees and Working Groups that have met in the last 4 weeks.
 - 8.2 To receive a report from Cllr M. Joannes regarding approved amount of £10,750.00 to secure FCC funding for pump track project.

9. **Members who attended any meeting on behalf of EPPC not included elsewhere on the agenda will be invited to give a report.**
 - 9.1 To receive important notes and feedback on any trainings undertaken
 - 9.2 To receive an update or report for any external or other meetings attended

10. **Finance**
 - 10.1 Bank Reconciliations as at 16th January 2023
 - 10.2 Financial Transactions for approval
 - 10.3 Financial Transactions that have not been approved or minuted
 - 10.4 To receive confirmation of bank signatories and removal of leavers.
 - 10.5 To resolve to agree the budget for 2023-2024 for the assistant clerk to submit.

- 11 **Parish Council training requirements:** To consider training opportunities for members/clerks NALC events: <https://www.nalc.gov.uk/our-events>
KALC bitesize training: https://www.kentalc.gov.uk/Bitesize_Training_31970.aspx

- 12 **Parish Online, Newsletter, Website, Communications and Office** – To receive any updates.

13. **To review and agree staffing requirements –**

14. **Matters for discussion in private:**
 - 15.1 Staff appraisal – Staffing committee to confirm a date for Assistant Clerks appraisal.
 - 15.2 Staffing committee to update all present on Clerks vacancy and interview closing date.

Date and Time of next meeting: