

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

15th September 2022

Dear East Peckham Parish Councillors,

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the Parish Council on Wednesday 28th September 2022 in the Meeting Room at Jubilee Hall, Pippin Road, East Peckham, TN12 5BT at 7.00pm

Emily Ellis, 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.

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:** 1 vacancy for Parish Councillor to co-opt – interview candidate present
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 18th July 2022
7. **Allotments**
 - 7.1 To confirm AGM date and time
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 a report from the Events Sub-Committee Chairman and discuss and agree any spend (including garden competition)
- 8.2 To receive a report from the Climate Change & Community Resilience Committee Chairman and agree any spend
- 8.3 To receive a report from the Planning & Transport Committee Chairman and Local Development Sub-Committee Chairman
- 8.4 To receive a report and approve any actions from Council Assets Committee Chairman
- 8.5 To approve Terms of Reference for all committees and sub-committees

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 Dementia Friends Community update

10. Finance

- 10.1 Bank Reconciliations as at 1st July and 1st August, 1st September (To follow)
- 10.2 Financial Transactions for approval
- 10.3 Financial Transactions that have not been approved or minuted
- 10.4 To discuss and approve donation and grant requests
Including: North & West Kent Citizens Advice, Village Hall windows, PW Advice Centre
- 10.5 To discuss and approve quotes received
- 10.6 To receive information from the Clerk on how Councillor Allowances work and how they are calculated
- 10.7 To review Community Fridge initiative and agree to apply for funds for an additional fridge freezer
- 10.8 To review insurance renewal

11. Parish Council training requirements: To consider training opportunities for members/clerks

Playground Inspection	21 st September, 1-5:30PM	In Elham
Dynamic Councillor	27 th September, 10AM-1PM 24 th November, 6PM 23 rd March, 6PM	Online
Building a Two-Way Conversation with your Community	28 th September, 5:30-7:30PM	Online
Intro to planning	29 th September, 6-9PM	Online
Parish Highways seminar (KCC)	4 th October, 9.30AM 6 th October, 9:30AM 11 th October, 9:30AM 13 th October, 9:30AM	Online
Finance Conference	19 th October, 10AM	Bethersden Village Hall
Chairmanship Conference	3 rd November, 10AM	
KALC AGM	19 th November	Ditton Community Centre

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 and Website

- 12.1 To receive any updates

13. Policies

13.1 To adopt new or review out of date policies and agree to remove any that are not necessary

Aims and Objectives (2017) – To be removed as irrelevant due to date

Aims and Objectives Strategy (2017) – To be removed as irrelevant due to date

Appraisal policy (2017) – to be replaced with NALC's template Performance and Improvement Policy to ensure compliance

Clerk's Year Procedures (2017) – To be removed as not a policy and irrelevant for the public

Code of Conduct (2012) – to replace with Scribe's template policy

14. Church: To receive any updates or information

14.1 To receive an update on any agreements for grass cutting and outdoor maintenance

14.2 To review and agree any actions for sale of land outside Methodist Church

15. Matters for discussion in private:

15.1 To receive staffing update and decide on actions

15.2 To review and vote on councillor application

Date and Time of next meeting: To confirm as 17th October 2022 at 7.00 p.m.