

EAST PECKHAM PARISH COUNCIL

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

04 May 2023

Dear East Peckham Parish Councillors,

YOU ARE HEREBY SUMMONED TO ATTEND a Full Council Meeting of the Parish Council on Wednesday 10th May 2023 in the Meeting Room at the Jubilee Hall, Pippin Road, East Peckham, TN12 5BT at 7pm.

M. Piscina, 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. **Welcome and Introductions**
2. **Election of Chair** (to sign Declaration of Acceptance Office) **& Vice Chair**
3. **Apologies for absences and absentees:** To receive and approve any apologies.
4. **Declarations of Interests and/or lobbying**
Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the Agenda.
5. **Minutes of the previous meeting** - To confirm the accuracy of the minutes of the meeting held on 26th April 2023
6. **To offer a report on items discussed and resolved at the last meeting**
7. **Elections and Vacancies**
7.1 Councillor vacancies: 1 vacancy
8. **To receive reports from County Councillor, Borough Councillors, PCSO & Community Warden**
9. **To adjourn in order to enable members of the public to address the meeting**
9.1 To receive correspondence from residents
9.2 To take questions from residents
10. **To review the Terms of Reference** and appointment of members to existing committees, including election of chairpersons, and responsible areas of the village.
11. **To review appointment of the Council's representation**
 - Kent Association of Local Councils
 - TMBC Parish Partnership Panel (PPP)
 - TMBC Transportation Board
 - TMBC Joint Standards Committee
 - Dementia Friendly

12. To recommend to Council:

- 12.1 Approval of policies, including but not limited to Expenses, Communications, Financial Regulations Risk Assessments
- 12.2 Approval of review of inventory of land and other assets including building and office equipment (Asset Register)
- 12.3 Approval of updated Contractors List
- 12.4 To note arrangements are in place for all insurable risks.

13. Finance

- 13.1 To review and approve Annual Accounts and Bank Reconciliation as at 31st March 2023.
- 13.2 To approve and review any previous month's outstanding Accounts and Bank Reconciliations
- 13.3 To receive and note the Internal Auditor's year-end report
- 13.4 To recommend approval of Annual Governance Statement 2022/23 (Section 1)
- 13.5 To note the Responsible Finance Officer (the Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2022/23 present fairly the financial position of the Parish Council.
- 13.6 To recommend approval of The accounts and Accounting Statements (Section 2) 2022/23
- 13.7 To agree Bank Signatories and mandates
- 13.8 To approve Direct Debits / regular Faster Payments for 2023/24
- 13.9 To note Section 137 expenditure allowance for 2023/24 of £9.92 in accordance with The Local Government Act 1972 ("the 1972 Act")
- 13.10 To discuss and resolve any requests received for grants and donations
- 13.11 To discuss and approve quotes received

14. Matters for discussion in private

15. Matters to be discussed and decided at the next meeting.

Date and Time of next meeting: To be confirmed