

**SELLING PARISH COUNCIL**  
**THE ANNUAL PARISH COUNCIL MEETING WILL BE HELD AT**  
**SELLING VILLAGE HALL ON 15<sup>th</sup> MAY 2019 AT 8PM**  
**A G E N D A**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out in the agenda

*Open Session – to ask the public if they wish to speak against any agenda item*

**NEW COUNCILLORS TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE**

**1. Election of Chairman and Vice Chairman for 2019-2020**

**2. Apologies for Absence**

To receive and approve apologies and reasons for absence

**3. Declarations of Interest and Update to Disclosable Pecuniary Interests**

**4. To Approve the Minutes of the 3<sup>RD</sup> April 2019**

**5. To receive an update about progress of resolutions from the last meeting**

Website – to be discussed under item 8, purchase of IT equipment, Selling Bee Friendly Project update

**6. Finance Matters**

- a) To ask Mrs Glenda Smart to meet with David Buckett on 10<sup>th</sup> June to present all documents as required and answer any queries to complete the internal audit 18/19.

PLEASE NOTE THAT THE COUNCIL MUST

**Consider and approve the Annual Return for the year ended 31<sup>st</sup> March 2019**

- i) **Complete the Certificate of Exemption and return to PKF**
- ii) **Section 1 Annual Governance Statement 2018-19**
- iii) **Section 2 Accounting Statements 2018-19, in annual return**
- iv) **Statement of Internal Control**
- v) **Annual Internal Audit Report 2018/19**
- vi) **Publish the above on the council website before 1<sup>st</sup> July 2019**

**b) To approve the following** payments NB details regarding the claims from the resigning clerk and the locum clerk have been verified by the outgoing chair, mentor (ex Cllr) Ms J Elvy and Cllr Webb and are not to be discussed in open session:

SSE Energy	£ approx. 24	Street Lights – May DD
Locum Clerk	£345.43	Expenses and reimbursement (chq 1275)
Selling Parish Church	£650	Grant approved meeting Dec 18 (chq 1276)
Village Hall	£200	Grant approved meeting Dec 18 (chq 1277)
Selling Bee Friendly Projects	£346	Grant approved meeting Dec 18 (chq 1278)
Citizens Advice	£100	Grant approved meeting Dec 18 (chq 1279)
Dr A Rehal	£664.74	Reimbursement for Computer and printer And Annual Parish Mtg refreshments (chq 1280)
Resigning Clerk	£223.20	Final pay settlement (chq 1281)
Streetlights	£51.00	Maintenance 3 of 4 (chq 1282)

- c) To approve the draft level of reserves and payments sheet 2019-20 April as at 26/4/19.
  - e) To acknowledge receipt of £10217.00 as half payment of precept and lighting for the year.
  - f) To acknowledge that a VAT reclaim for financial year 18/19 has been made for £1,152.39 – not yet received.
- 7. The council to resolve and agree to change the bank mandates to take off signatures of the councillors who have left and to add the new ones**
- 8. Website** – Council to agree what is to happen about the website following an aborted attempt on 25<sup>th</sup> April due to inquorate attendance at the EO meeting. Supporting documents as per the aborted EO meeting have been sent as supporting documents. The present website is due for renewal in June and if not renewed will expire. Currently there are no arrangements for the

website to be renewed, if continuing with this option one of the councillors will need to update the credit card details on the provider's website.

**9. Parish Council Members Responsibilities and Representation on Outside Bodies**

*Selling Village Hall, Selling School, Perry Wood, Highways, PROW, Consultation Document Reader, Kent Association of Local Councils/Outside Bodies, Mid Kent Downs, Responsible Financial Officer., Selling Church Buildings Trust*

**10. Selling Bee Project**

**11. Insurance renewal due 31<sup>st</sup> May 2019**

**12. Selling Bee Project**

**13. Traffic Issues in Selling**

**14. Dates of the monthly meetings**

To agree a calendar of meetings

**15. Planning Matters –**

i) 19/501270/FULL 11 Bridge Cottages Selling Road Selling Faversham Kent

ii) 19/501715/FULL 3 Sycamore Cottages Hogbens Hill Selling Faversham Kent

**16. Monthly coffee morning for parishioners – a joint venture between SPC and PCC**

**17. To consider matters raised at the Annual Parish Meeting**

**18. Correspondence, Publications and other Matters of Importance**

**19. To Confirm the Date of the next Meeting**

Open forum – 15 Minutes

*Glenda Smart –Locum Clerk*

*Supporting docs: Minutes of April 3<sup>rd</sup> meeting, Invoices, Financial Statement*

*Monthly meeting calendar, email from parishioner regarding traffic, Selling Bee Project details, Website details*