

SELLING PARISH COUNCIL

NOTICE OF THE PARISH COUNCIL MEETING WHICH WILL BE HELD AT SELLING VILLAGE HALL ON 17 OCTOBER 2019 AT 19:00

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

AGENDA

- 1. Welcome and apologies for absence**
To receive and approve apologies and reasons for absence
- 2. Declarations of interests and dispensations**
To hear declarations of interest relating to items in this agenda
- 3. Confirmation of the Minutes**
To approve the minutes of the ordinary council meeting held on 19 September, 2019
- 4. Updates**
Matters of interest arising (for information only)
 - * Selling Bee Friendly Project grant
 - * Parish Council noticeboard
 - * Lighting, safety audit/costs
 - * Parish Council website update and .gov.uk email addresses
 - * Highways Public Meeting
- 5. Open Forum**
To ask the public if they wish to speak on any agenda item
- 6. Councillor vacancies – two councillor vacancies to be filled**
- 7. Village Surveys (Play Area, Lighting, Resilience)** - to format questions and agree action to be taken regarding the village surveys including printed/online forms/logistics.
- 8. Policies/Terms of Reference** - to agree a possible date of 14th November, subject to availability of hall, for an extraordinary meeting to agree a full list of Policies for the year ahead to be published on the council website.
To include:- Standing Orders, Financial Regulations, FOI, New Model Publication Scheme, Data Protection, Complaints Procedure, Risk Assessment, Media Policy, Grant Application Form, Privacy Policies, Community & Engagement, Grant Application procedure, Correspondence policy, plus Terms of Reference for maintaining, uploading and monitoring the SPC website and SPC Facebook page, and the rules for users of the Facebook page.
- 9. Defibrillator Training** – to arrange a date and advertise the training session
- 10. Remembrance Day - Poppy Wreath** – purchase and presentation

11. Financial matters

- a) Consideration of the finalised Internal Audit Report for the year ended 31st March, 2019
- b) To approve the bank reconciliation
- c) To make the following payments:-
 - i) KALC invoice for the Clerk's Conference £72.00
 - ii) SSE Southern Electric £26.11 by Direct Debit
 - iii) Cllr Saunders claim for acting RFO expenses TBA
 - iv) Annual Accounts/Internal Audit £284.90
 - v) Mrs Bex Ratchford September meeting £160.35
- d) To approve the following payments:-
 - i) McCabe Ford Williams final invoice for payroll services for Mrs Hawkett
 - ii) Clerks salary and expenses for September £517.47
 - iii) PKF administrative charges for AGAR £48.00

12. Councillor Reports (for information only) Selling School, Perry Wood, PROW, KALC SAC/outside bodies, Church Buildings Trust, Consultation Documents and Mid-Kent Downs Village Hall report.

To invite reports from the Ward/County councillors, if in attendance.

13. Correspondence - to discuss any circulated matters

14. Items to be placed on the next agenda - TBA

15. To confirm the date of the next meeting is 21 November, 2019

Enclosures:

Finalised Internal Audit Report

Wendy Gregory – 10.10.2019