

# **SELLING PARISH COUNCIL**

**To all councillors: you are hereby summoned to attend the  
ANNUAL MEETING OF THE PARISH COUNCIL TO BE HELD AT  
SELLING VILLAGE HALL  
on Thursday 15<sup>th</sup> May 2025 at 7:00pm**

*Members of the public and press are invited to attend. Under the Openness of Local Government Bodies Regulations 2014, attendees may be filmed, recorded or otherwise reported about by anyone present. Unless advised otherwise, the council accepts no responsibility for data recorded in this way or its distribution. At the discretion of the Chair the meeting may be closed and then opened to the public for questions. Any items for full discussion will be placed on next month's agenda.*

## **AGENDA**

- 1. Election of Chair and declaration of acceptance of office**
- 2. Election of Vice-Chair and declaration of acceptance of office**
- 3. Apologies for absence**  
To receive apologies and approve the reasons for absence.
- 4. Declarations of interest**  
To declare any pecuniary or non-pecuniary interests relating to items on this agenda.
- 5. Chair's Annual Report 2024-25**
- 6. Minutes of the meeting held on 17<sup>th</sup> April 2025.**  
To approve the draft minutes.
- 7. Clerk's report**  
To receive an update on actions and matters arising not otherwise covered on this agenda.
- 8. Reports from borough and county councillors**  
To receive reports and consider any necessary action.
- 9. Presentation from Cllr Terry Thompson (SBC) regarding Forest Connectivity**  
To receive and consider any necessary action.
- 10. Public session**  
To receive comments and questions from the public, subject to Standing Orders 3(e)-(k).
- 11. Review of policies and other annual arrangements**
  - a. Code of Conduct
  - b. Standing Orders
  - c. Financial Regulations
  - d. Other policies including Complaints, Equal Opportunities, Grievance, Disciplinary, Publication Scheme, Privacy Notice, Risk Assessment and Accessibility Statement
- 12. Committees and election of representatives**  
To consider the formation of any committees and elect representatives to outside bodies, including KALC Swale Area Committee, SBC Eastern Area Committee, SBC Parish Councils Liaison Forum, the Village Hall Committee and Community Speedwatch.

**13. Meeting dates**

To set meeting dates for the year.

**14. Insurance**

To confirm insurance arrangements for 2025-26.

**15. Police surgeries**

To consider whether to fund more police surgeries at the village hall.

**16. Finance**

- a. Financial statement and bank reconciliation – to approve
- b. Banking – to receive an update and consider any necessary action
- c. Internal audit
  - i. To receive and consider the Internal Audit Report for 2024-25
  - ii. To appoint the Internal Auditor for 2025-26
- d. AGAR
  - i. To review the Statement of Internal Control
  - ii. To review the Annual Governance Statement
  - iii. To approve the Accounting Statements
- e. End of year budget report – to review
- f. Payments due – to agree:

Details	Amount	VAT*	Total
SSE – lighting energy (Apr) (for info only – paid by DD)	tbc	tbc	tbc
Bex Ratchford – salary and office rental	754.40	-	754.40
Bex Ratchford – expenses (mileage & ink)	34.84	1.75	36.59
CLlr Kevin Hobson – APM refreshments	94.45	-	94.45
Selling Village Hall – hall hire for police surgery 17/04/25	12.00	-	12.00
Selling Village Hall – grounds maintenance	80.00	-	80.00
Streetlights – maintenance payment 1 of 4	46.40	9.28	55.68
Vision ICT – SSL certificate	50.00	10.00	60.00
Zurich – insurance 2025-26	357.34	-	357.34
Martin Thomas – internal audit	180.00	-	180.00

\*VAT to be reclaimed

**17. Planning**

To consider any planning matters, including any received after publication of this agenda.

**18. Reports from parish councillors**


To receive any reports from portfolio holders and representatives and consider any necessary action.

**19. Correspondence**

To note all correspondence and consider any necessary action.

**20. Close and date of next meeting**

To confirm the next meeting date as Thursday 19<sup>th</sup> June 2025.

  
 Bex Ratchford, Parish Clerk, 8<sup>th</sup> May 2025  
[clerk@sellingparishcouncil.gov.uk](mailto:clerk@sellingparishcouncil.gov.uk)  
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