

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

7th December 2022

Dear East Peckham Parish Councillors,

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the Parish Council on Monday 19th December 2022 in the Meeting Room at Jubilee Hall, Pippin Road, East Peckham, TN12 5BT at 6.00pm
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.

Councillors are reminded of the seven Nolan Principles and Code of Conduct for conduct of people in public life.

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:** 3 vacancies
Note: elections in May

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
Request to put a plaque in memory of Len Stonestreet from Snoll Hatch Road on a bench.

 - 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 21st November 2022

7. **Clerk's report**
 - 7.1 To receive a report from the Clerk and Assistant Clerk

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 reports from the Chairman of Committees, Sub-Committees and Working Groups that have met in the last 4 weeks.

8.2 To review Committee member numbers with 3 or less members and assign additional councillors.

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 To receive an update or report for any external or other meetings attended

10. **Finance**

10.1 Bank Reconciliations as at 1st December

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

Donations from Penalty Shoot Out at Christmas Light Switch On to go to Childhood Tumour Trust

10.5 To discuss and approve quotes received

10.6 To approve signatory changes to Natwest account to allow access to the account and therefore accurate budgeting, ability to close the account and move the money

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

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, Website, Communications and Office**

12.1 To agree to the installation of a fridge/freezer in the Meeting Room cupboard and the removal of storage surplus to requirements.

13. **Policies**

13.1 To adopt new or review out of date policies and agree to remove any that are not necessary

To remove:

Footway Lighting Policy

Finances (all points covered in Financial Regulations)

To adopt:

Civility and Respect Pledge

To re-adopt:

Code of Conduct Complaints Policy

Financial Regulations

14. **To review and agree staffing requirements**

15. **Matters for discussion in private:**

15.1 Staff appraisal

Date and Time of next meeting: To confirm as 16th January 2023 at 7PM