

## STAPLE PARISH COUNCIL

Clerk: Hannah Biggs-Halles  
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### AGENDA

To all members of Staple Parish Council, you are hereby summoned to attend the **Annual Parish Council Meeting** which will take place on **Wednesday 8<sup>th</sup> May 2024 at 7.30pm** in Staple Village Hall to transact the following business;

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTERESTS
3. ELECTION OF CHAIRMAN
4. ELECTION OF VICE-CHAIRMAN
5. TO DISCUSS AND RESOLVE the appointment of councillors in the relevant Lead roles.
6. TO RESOLVE to adopt the NALC Mode Standing Order 2018 – revised 2022
7. TO DISCUSS AND RESOLVE TO APPOINT A THIRD BANK SIGNATORY AND CHANGE BANK MANDATE TO REQUIRE 2 PERSON AUTHENTICATION (i.e one person sets up the payment - usually the clerk – and one person authorises – this cannot be the clerk)
8. MINUTES OF PREVIOUS MEETING (paper copy available to view) –
  - 8.1. To approve any amendments and sign minutes of the meeting held on Wednesday 10<sup>th</sup> April 2024.
  - 8.2. To report and discuss any completed actions/matters arising therefrom not covered elsewhere on the agenda.
    - 8.2.1.Planning Application – Land South East of Mill House
    - 8.2.2.Cllr Vacancy
9. PUBLIC SESSION (Max. 15 minutes) Opportunity for members of public to make representations, ask questions and give evidence in respect of the business on the agenda. A member of the public shall not speak for more than 4 minutes and should direct comments to the chairman. Only one person is permitted to speak at a time. If more than one person wishes to speak, the chairman of the meeting shall direct the order of speaking. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
10. FINANCE
  - 10.1. 5.1. Financial Statements for April 2024 to include income, expenditure and bank reconciliation as at 30<sup>th</sup> April 2024.
  - 10.2. Bills to be approved (to include those received after the agenda was printed)
    - 10.2.1. Clerk's expenses(£5) and overtime(
    - 10.2.2. The Black Pig APM Nibbles - £100
    - 10.2.3. KALC 2024-25 Subscription - £296.68
    - 10.2.4. Zurich - £396.80
  - 10.3. Bills to be noted
    - 10.3.1. Clerk's salary
11. CORRESPONDENCE RECEIVED For Information Only
  - 11.1. 2/4/24 – Mazars – AGAR 2023/24 Guidance
  - 11.2. 6/4/24 – Zurich – Renewal
  - 11.3. 9/4/24 – KALC – Subscription Renewal
  - 11.4. 24/4/24 – TfSE – Your Voice Survey
12. REPORTS (to be provided in advance in writing where possible please)
  - 12.1. District Councillor – Report circulated with Agenda
  - 12.2. County Councillor
  - 12.3. Highways (SID, Speedwatch, footpaths)
  - 12.4. April Newsletter – Kent Police

13. TO DISCUSS AND RESOLVE the appointment of an internal auditor for the purposes of the 2023/24 agar.
14. TO DISCUSS AND RESOLVE the issuing of a certificate of exemption in relation to the 2023/24 agar.
15. TO DISCUSS AND RESOLVE plans for d-day 80.
16. TO RESOLVE to formulate a comprehensive asset list.
17. TO RESOLVE to accept Zurich Insurance renewal quote, with the view of updating the cover once the asset list is complete.
18. TO RESOLVE to advertise for the role of Clerk and RFO.
19. TO RESOLVE to have stapleparishcouncil.co.uk registered to the clerk's email address.
20. DATE OF NEXT MEETING - 11<sup>th</sup> June 2024
  - The deadline for Agenda items to be included is the end of the day on the 2<sup>nd</sup> of June 2024.