SUMMONS

To All Members of the Parish Council, in accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend. 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.

Staple Parish Council
Staple Village Hall
Wednesday 10th June 2026
7.30pm

AGENDA

1.	**Apologies** To receive apologies for absence.
2.	**Minutes** To approve the minutes of the previous meeting.
3.	**Declarations of Acceptance of Office** To receive signed Declarations of Acceptance of Office from the Chair and Vice Chair.
4.	**Matters Arising** To discuss any matters arising from the minutes.
5.	**Declarations of Interest** To receive Declarations of Interest on items on the agenda and amendments to the Register of Interests.

Meeting adjourned for Public Session. (Max 15 mins)

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.

6.	**Finance** • To consider cash balances and bank reconciliation • To approve the accounts for the year ending 31 March 2026 • To approve the schedule of payments and receipts presented at the meeting: ○ To consider approval of Clerk's Salary and expenses

	○ To consider reimbursement of £262.68 to Cllr Trevor Bartlett in respect of payment made for the servicing of the Parish Council lawnmower used at the Old Churchyard, St James Church
7.	**Annual Governance and Accountability Return (AGAR) 2025/26** • To receive and note the Annual Internal Audit Report • Annual Governance Statement (Section 1) To consider and approve the Annual Governance Statement for 2025/26 • Accounting Statements (Section 2) To consider and approve the Accounting Statements for 2025/26 • To consider and approve the Certificate of Exemption • Explanation of variances • Bank Reconciliation • To approve the dates for the exercise of public rights for the 2025/26 accounts
8.	**InPost Locker Proposal – Staple Village Hall** • To consider a proposal for the installation of an InPost locker at Staple Village Hall, including potential location, operational implications, and feedback from the Village Hall Committee.
9.	**Reports** • District Councillor • County Councillor • Village Hall and Recreation Grounds • Highways (SID, Speedwatch) • Footpaths • Planning • Kent Police
10.	**Any other Business** •
11.	**Date of next SPC meeting** The next SPC meeting is scheduled for Wednesday 8th July 2026 at 7.30pm

ldenny

Lucy Denny

Clerk to Staple Parish Council