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 11th March 2026
7.30pm

AGENDA

1.	**Apologies** To receive apologies for absence.
2.	**Minutes** To approve the minutes of the previous meeting.
3.	**Matters Arising** To discuss any matters arising from the minutes.
4.	**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.

5.	**Finance**
	• To consider cash balances and bank reconciliation.
	• To approve payments as presented at this meeting:
	  o To consider a discretionary donation towards the printing costs of The Escallop community magazine.
	  o To receive an update on the replacement shed at St James' Churchyard.
	  o To consider approval of Clerks Salary and expenses.

	• To receive an update on Unity Trust account opening transfer of funds.
6.	**To receive the Clerk's report and correspondence** • Update on Internal Audit 2025/26. • Update on VAT reclaim procedure.
7.	**Vacancy on the Parish Council** • To receive an update on the Parish Councillor vacancy following publication of the Notice of Vacancy and, if no election has been requested, to consider arrangements for co-option.
8.	**Reports** • District Councillor • County Councillor • Village Hall and Recreation Grounds • Highways (SID, Speedwatch, footpaths) • Planning • Kent Police
9.	**Maintenance** • Signs repaint work update. • Overgrown hedges update.
10.	**Any other Business** •
11.	**Date of next SPC meeting** The next SPC meeting is scheduled for Wednesday 8th April 2026 at 7.30p.m. This will be the Annual Parish Meeting followed by Parish Council Meeting.