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 13th May 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 the accounts for the year ending 31 March 2026 • To approve payments as presented at this meeting: ○ Invoice from Landscapes by Nate for cleaning of street signs and finger posts £350.00

	○ Insurance Renewal – Zurich Municipal To consider the renewal of the Parish Council's insurance policy with Zurich Insurance Company Ltd - renewal of the policy for the period 1 June 2026 to 31 May 2027 and approve the annual premium of £583.37 ○ To consider approval of Clerks Salary and expenses
6.	**IT Policy** • To consider and adopt an IT Policy to support the secure use of Council systems, data protection and overall governance arrangements.
7.	**Reserves Policy** • To consider and adopt a Reserves Policy, including the management of general and earmarked reserves, to support the Council's financial planning and governance arrangements.
8.	**Request for Public Benches in Staple** • To consider a request for the installation of public benches within the parish, including potential locations at Buckland Lane/School Lane and near the church.
9.	**Reports** • District Councillor • County Councillor • Village Hall and Recreation Grounds • Highways (SID, Speedwatch, footpaths) • Planning • Kent Police
10.	**Exclusion of Press and Public** To consider the exclusion of the press and public for the following item(s) on the grounds that publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted (staffing matters). **Clerk Employment Contract** • To consider and adopt a contract of employment for the Clerk based on the NALC model contract (Green Book terms)

	Clerk Salary Review • To consider and approve the Clerk's salary scale and SCP point in line with the adopted contract and national pay scales.
11.	**Any other Business** •
12.	**Date of next SPC meeting** The next SPC meeting is scheduled for Wednesday 10th June 2026 at 7.30p.m.