

STAPLE PARISH COUNCIL

Clerk: Vacant
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AGENDA

To all members of Staple Parish Council, you are hereby summoned to attend the **Ordinary Meeting** of the Council, which will take place on **Wednesday 12th June 2024 at 7.30pm** in Staple Village Hall to transact the following business;

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTERESTS
3. MINUTES OF PREVIOUS MEETING (paper copy available to view) –
 - 3.1. To approve any amendments and sign minutes of the meeting held on Wednesday 8th May 2024.
 - 3.2. To report and discuss any completed actions/matters arising therefrom not covered elsewhere on the agenda.
4. 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.
5. FINANCE
 - 5.1. 5.1. Financial Statements for May 2024 to include income, expenditure and bank reconciliation as at 31st May 2024.
 - 5.2. Bills to be approved (to include those received after the agenda was printed)
 - 5.2.1. Clerk's expenses (£31) and overtime (£20.25)
 - 5.2.2. The Black Pig D-Day Nibbles –
 - 5.2.3. Mr Kilbee – Audit - £
 - Bills to be noted
 - 5.2.4. Clerk's remaining salary
6. CORRESPONDENCE RECEIVED For Information Only
 - 6.1. Request from Staple Fayre Committee to temporarily suspend public access conditions to the Recreation Ground.
7. REPORTS (to be provided in advance in writing where possible please)
 - 7.1. District Councillor – Report circulated with Agenda
 - 7.2. County Councillor
 - 7.3. Village Hall and Recreation Grounds
 - 7.4. Highways (SID, Speedwatch, footpaths)
 - 7.5. Planning (Appendix a)
 - 7.6. Kent Police – May report
8. TO DISCUSS the Councillor Vacancy
9. TO DISCUSS the finger post on Buckland Lane
10. TO RECEIVE AND NOTE the Annual Internal Audit Report for both 2023-4 and 2022/23
11. TO CONSIDER AND APPROVE the Annual Governance Statement for the 2023/24 AGAR (to then be signed by the Chairman)
12. TO CONSIDER AND APPROVE the Accounting Statements for the 2023/24 AGAR (to then be signed by the Chairman)
13. TO CONSIDER AND APPROVE the Annual Governance Statement for the 2022/23 AGAR (to then be signed by the Chairman)

14. TO CONSIDER AND APPROVE the Accounting Statements for the 2022/23 AGAR (to then be signed by the Chairman)
15. TO DISCUSS AND RESOLVE to seek and appoint a Locum Clerk until 30/9/2024 to allow time for recruitment of a new clerk
16. TO RESOLVE to publish the Notice of Public Rights Commencing on the 23rd June 2024.
17. DATE OF NEXT MEETING -10th July 2024
 - The deadline for Agenda items to be included is the end of the day on the 1st of July 2024.