

# Allhallows Parish Council

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C/06/2011/1-28

## TO THE MEMBERS OF THE COUNCIL

**NOTICE is hereby given that the next Meeting of the Council will be held at Allhallows Primary School, Avery Way on Monday 13 June 2011 at 7.15 pm, which meeting Members are hereby summoned to attend.**

### AGENDA

- 1 Apologies for absence – Cllr Lambourne
- 2 Code of Conduct
  - a Declarations of Interest and Alterations to the Register
  - b Councillors' induction and training
- 3 Minutes of the Meeting held on 13 April 2011
- 4 Minutes of the Meeting held on 18 May 2011 – attached with amendments agreed at the last meeting
- 5 Minutes of the Meeting held on 25 May 2011 - attached
- 6 Matters arising from the Minutes not otherwise on the Agenda
- 7 Audio Recording of Meetings
  - a Motion from Cllr Skudder relating to Standing Order 1(m): to give written permission in the minutes for audio recordings to be made of meetings until the Council decides otherwise
  - b Motion from Cllr Skudder: That Standing Order 9(e) be amended to read as follows: "Upon a resolution which confirms the accuracy of the minutes, any previous draft minutes shall be destroyed. Recordings of the meeting may be kept for up to 2 years, after which they shall be destroyed."

Suspension of Meeting for Public Session. Matters raised by the public may be placed on the agenda for the next or a subsequent meeting

- 8 Chairman's Report
- 9 Planning
  - a Applications – none at date of agenda
  - b Decisions – none notified at date of agenda
  - c Appeals and Other Matters
  - d Licensing Applications
- 10 Finance – Appendix A
  - a Bank balances
  - b Cheques signed since last meeting
  - c Accounts for payment
  - d Delegation to Finance Committee to authorise salary and HMRC payments between meetings
  - e End of year accounts 2010/11
  - f Internal audit 2010/11
  - g Audit Commission Annual Return 2010/11
  - h KALC Councillors Conference 23 July - to approve attendance by councillors who wish to go

**Acting Clerk to the Council: Mrs Roxana Brammer**

	i	To set date for a meeting of the Finance Committee	
11		Grant Applications	
12		Personnel Committee	
	a	To set date for meeting	
	b	Grievance, disciplinary and complaints policies and procedures (NALC models attached)	
13		Youth Committee	
	a	Chairman's Report	<i>MS</i>
	b	Allhallows Little Explorers (formerly Mothers and Toddlers)	
	i.	To confirm Cllr Mrs Forrest as representative	
	ii.	Representative's report	<i>YF</i>
	iii.	To return funds raised by Mothers and Toddlers to new committee (believed to be £400)	<i>NS</i>
	iv.	Request for permission to site shed by the Village Hall	
	c	Youth Club	<i>NS</i>
14		Management of the Council's land and property	
	a	Caretaking	
	i.	General matters	<i>MS</i>
	ii.	To investigate a devolved function of street cleaning from Medway Council	<i>NS</i>
	b	Village Hall	<i>YF</i>
	c	Recreation Ground and Playpark	
	i.	General matters	
	ii.	To consider purchase and installation of litter bin	<i>NS</i>
	iii.	Visual inspection training update	<i>NS</i>
	d	All Saints Allotments	
	e	Woodland, Avery Way	
	f	Cross Park	<i>MS</i>
	i.	General matters	
	ii.	Brown tail moth – quotation attached	
	g	The Brimp	<i>NS</i>
15		Highways & Transport	
16		Rural Liaison Committee	
	a	Representative's report	<i>AM</i>
	b	Rural Liaison Grant Projects - £2,980 available for 2011/12	
17		KAPC/MAC	
	a	Representatives' report	<i>MS, NS</i>
18		Police Liaison	
	a	Representative's report	<i>JL</i>
19		Communications	
	a	Allhallows Life Magazine	<i>MS</i>
	i.	Editor	
	ii.	E-mail from St Mary Hoo Parish Council	
	b	Website	<i>MS</i>
20		Consultation documents	
21		Correspondence	
22		Annual Parish Meeting 22 June	
23		Date and venue of next meeting	

- 24 Reports and Circulars
- 25 Any other urgent business at the Chairman's discretion
- No motions may be proposed nor decisions taken under this item

CONFIDENTIAL SECTION

- 26 To resolve that the press and public be excluded from the following items on the grounds that the first refers to a letter of grievance and the second refers to matters concerning named employees
- 27 Letter of Grievance
- 28 Personnel issues

Roxana Brammer  
Acting Parish Clerk

6 June 2011