

# **Allhallows Parish Council**

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## **TO ALL MEMBERS OF THE COUNCIL**

**You are hereby summoned to attend a MEETING OF ALLHALLOWS PARISH COUNCIL at the Cross Park Pavilion, Avery Way, Allhallows, on Tuesday 12<sup>th</sup> April 2016 at 6.30pm**

**Councillors and members of the public are reminded that discussion of confidential information (i.e. personal matters and contract tenders must not be discussed in the open meeting and at any time the council may need to exclude press and public on a temporary basis to discuss these.**

## **AGENDA**

1. **To note apologies for absence.**
2. **Declarations of Interest of any item on the agenda**
3. **To receive and sign the minutes of the Parish council meeting  
8<sup>th</sup> March 2016**
4. **Matters arising from minutes (not on Agenda or in Action Points)**
5. **To note the updates on the action points from previous meetings**  
***SUSPENSION OF MEETING FOR PUBLIC SESSION***  
***15 minute session: To receive questions and comments from the public.***  
***Matters raised may be placed on the agenda for the next or subsequent meeting(s).***
6. **Clerk's Report**
  - Update on issues and actions since Council meeting 8<sup>th</sup> March 2016
  - Correspondence
  - Annual Parish Meeting 7pm, 26<sup>th</sup> April 2016 (Invitations, presentations, parish report)
7. **Grant Requests -**  
Allhallows Village Hall (£1,000 towards £1,800 cost of treating flooring of main hall)  
Allhallows Guides/Brownies/Rainbows (£237.50 cost of hall hire Jan-Mar 2016)  
Allhallows Guides/Brownies/Rainbows (£750 cost of hall hire Apr 2016 - Apr 2017)
8. **Planning**  
Medway Local Plan 2012-2035 (Issues and Options consultation January/February (response sent)  
No Planning applications received
9. **Highways and Footpaths**
  - Footpath Officers Report - next report April
  - Verbal contributions from Councillors
10. **Contributions from Representatives on external bodies**
  - KALC Medway Area (Cllrs Forrest and Huntley-Chipper)
  - Rural Liaison (Cllr. Marsh)
  - Police Liaison (Cllr. Luck, Substitute Cllr. Bennett)
  - Village Hall (Cllr. Marsh)
  - Cross Park Association (Cllr. Luck)
  - Friends of All Saints Church (Cllr. Marsh)
11. **Management of Council's Land and Property**  
Meetings with relevant committees to be arranged
  - Cross Park - Changing Rooms, Further Developments
  - The Brimp - Maintenance and future use of the site
  - Village Hall - Maintenance and Future use (initial meeting held with Clerk/Chair)
12. **Financial**
  - Finance Monitoring (including Bank reconciliation March 2016, Draft 2015/2016 Year End)
  - Changes to Financial Regulations to allow Online Payments (from May Meeting):
    - Bank Mandate change to allow single authorisation for payments, but:
    - All cheques will still require at least two authorised councillor signatures.
    - Proposed online payments to be listed on a sheet and signed by at least two councillors, **before** payments)
    - Financial monitoring -
      1. Bank Reconciliation to be signed on a monthly basis (by Chair of meeting)

2. Detailed Cashbook records/Bank Statements and Accounting Records to be examined on a quarterly basis, by a councillor not involved in authorising payments.
3. Financial Procedures to be reviewed, at least, annually.

- To make payments – cheque list attached for councillors (final version at meeting)

Nb. If personal payments **need** to be discussed the Press and Public will need to be excluded)

13. **Personnel Issues (Confidential)**

*Confidential Report circulated*

Current Arrangements – Staffing/Pay/Responsibilities/Performance

*Clerk arrangements have recently been agreed*

Allhallows Village Hall (Cleaning)

Cross Park Pavilion (Cleaning)

The Brimp (Cleaning)

Caretaker/Street Cleaning

Stoke Car Park Cleaning (on behalf of Stoke Parish Council and recharged)

Future Arrangements

Arrangements with Allhallows Village Hall, Allhallows Youth Club, Stoke Parish Council

Consideration of Caretaker/Bookings Secretary for Cross Park Pavilion

Contracts of Employment

National Living Wage

Salaries (from 1<sup>st</sup> April 2016-backdated)

14. **Date of next meetings –**

**(Annual Meeting and May Monthly meetings) Tuesday 10<sup>th</sup> May 2016 (2<sup>nd</sup> Tuesday) @ Cross Park Pavilion, 6:30pm**

**ANNUAL PARISH MEETING Tuesday 26<sup>th</sup> April 2016 @ Cross Park Pavilion, 7pm**

15. **Future agenda items**

*Chris Fribbins*, Clerk to the Council

6<sup>th</sup> April 2016