

TOVIL PARISH COUNCIL

YMCA Community Centre, Barfreton Close, Tovil, Maidstone,
Kent, ME15 6FG



I give you notice that the Meeting of the Monthly Meeting of TOVIL PARISH COUNCIL will be held on Thursday 14 October at 7pm at YMCA Community Centre in the Main Hall.

Members of the public are invited to attend virtually, please contact the Clerk for the link needed to join.

All members of the Councillors are summoned to attend to consider and resolve upon the business to be discussed. The agenda is set out below.

Lisa Rackett
Clerk to the Parish Council

A handwritten signature in black ink, appearing to read 'Lisa Rackett', written over a horizontal line.

Date 7/10/2021

BUSINESS TO BE TRANSACTED

- 116/21 (a) Apologies for absence received and confirmed by the Committee
 - (b) Declaration of Changes to the register of interests.
 - (c) Declarations of Pecuniary Interest or other Interests as defined by the Kent Code of Conduct and the Localism Act 2011 on any items on the agenda.
 - (d) Requests for dispensation.
 - (e) To confirm whether anyone in attendance intends to film or record the meeting.
- 117/21 Co-option of Councillor and to sign the Declaration of Acceptance of Office.
- 118/21 **Public Session (meeting Adjourned – minute book closed).** Chairman to invite members of the public to make representations, answer questions or give evidence to any items listed on the agenda. A maximum of three minutes per person is allowed and the session will be closed after fifteen minutes.
- 119/21 To resolve that the minutes of the Council Meeting held on 12 July 2021 be taken as read, confirmed as a correct record and signed by the Chairman.
- 120/21 Borough Councillor and County Councillor Report
- 121/21 To receive an update about progress of resolutions from the last meeting.
(Information Only)

122/21 Scheme of Delegation - To agree whether to adopt the Scheme of Delegation. Section 101 of the Local Government Act 1972 which states that a council may delegate its powers (Except those incapable of delegation) to a committee; or an officer as detailed in the specific circumstances in the Scheme of Delegation.

123/21 Terms of Reference Finance and Environmental Enhancements Committee - To take as read and resolve to adopt the amended terms of reference for the committees listed above.

124/21 Human Resources Committee - To resolve that one substitute member becomes a full member of the Committee. The Council also needs to resolve that one Councillor not already on the Committee becomes a substitute member.

125/21 KALC Representative – To decide on a second Councillor to represent the Parish Council at the Kent Association of Local Councils. If Councillors are interested, please inform the Clerk by Friday 8 October.

126/21 Telephone Contract for the Office – To decide to switch the office phones to the proposed contractor which will save the Parish Council; around £35 per month.

127/21 To note the decision and suggested measures that should be taken by Tovil Parish Council after the Information Commissioners Office received a complaint – The Clerk had to report a data protection breach to the Information Commissioner, the Chairman will inform the Council of measures that will be taken.

128/21 To decide which Councillors will be flood wardens this winter and to update the flood plan – To nominate three Councillors as flood wardens and to agree that those three Councillors will form a working group to update the flood plan.

129/21 Finance

- (a) To note the Expenditure Against Budget, Bank Reconciliation and Trial Balance Report for April, May, June, July, August, September and October.
- (b) To agree to purchase a second licence for the Rialtas System on a permanent basis. In the future this will ensure that when staff are absent that the accounts are accessible.
- (c) Decision to close the Natwest bank accounts – The Clerk and RFO have been trying to gain access and change signatories for a very long time. The Clerk was given instructions however a letter has come back saying they cannot help. If the Parish Council resolve to close the accounts the monies can be placed into Unity Trust.
- (d) To review the calculations for the RFOs salary correction and resolve to pay the monies owed.
- (e) To receive conclusion of audit for the year ended 31 March 2021 and to resolve any actions identified to be taken.
- (f) To authorise the payments listed on the schedule for October and note the payments for August and September.