

TOVIL PARISH COUNCIL

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



I give you notice that a Meeting of The Full Council will be held on Monday 9th September 2024, 6.30 pm at the YMCA Community Centre, Barfreton Close, Maidstone ME15 6FG.

Members of the public are invited to attend the meeting; the Chairman will close the minute book during the meeting and commence the public session¹. Each member of the public will have three minutes to speak to the Council.

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

Nicola Ideson

A small rectangular box containing a handwritten signature in cursive script, which appears to read 'Nicola Ideson'.

Clerk

Date 4th September 2024

BUSINESS TO BE TRANSACTED

- FC 24/ 152
- (a) To confirm whether anyone in attendance intends to film or record the meeting.
 - (b) Apologies for absence received by the Council.
 - (c) Declaration of Changes to the register of interests.
 - (d) 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.
 - (e) Requests for dispensation.

Public Session² (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.

FC 24/ 153 **To agree the minutes of meetings.**

- (a) To agree the minutes of the Full Council meeting held on 8th July 2024 the minutes will be taken as read then signed and initialled by the Chairman.

¹ Tovil Parish Council, Public Participation Policy

² Tovil Parish Council, Public Participation Policy

- (b) To agree the minutes of the Environmental Enhancements Committee meeting held on 26th July 2024 the minutes will be taken as read then signed and initialled by the Chairman.
- (c) To agree the minutes of the Human Resources Committee held on 31st July 2024 the minutes will be taken as read then signed and initialled by the Chairman.
- (d) To agree the minutes of the Human Resources Committee Meeting held on 2nd September 2024 the minutes will be taken as read then signed and initialled by the Chairman.

- FC 24/ 154** **To approve the recommendation from the HR Committee for the co-option of Farris Wilson.**
- FC 24/ 155** **To approve the recommendation from the HR Committee for the co-option of Bryan Stovell.**
- FC 24/ 156** **To approve the recommendation from the HR Committee for the co-option of Paul Thomas.**
- FC 24/ 157** **Finance**
- a) To approve the Payments Schedule for August** – Chairman and another Councillor signatory to sign the schedule in conjunction with the invoices.
 - b) To approve the Payments Schedule for September** – Chairman and another Councillor signatory to sign the schedule in conjunction with the invoices.
 - c) To note the bank reconciliation for August in conjunction with the Bank Statement.** - Chairman and another Councillor signatory to sign and date the reports
 - d) To note the bank reconciliation for September** - in conjunction with the Bank Statement. - Chairman and another Councillor signatory to sign and date the reports
 - e) To receive the payments and receipts report for July and August.**
 - f) To note the Progress against the Budget Report.**
 - g) To note the Councillors authorising payments on behalf of the Council.**
- FC 24/ 158** **To receive the External Auditor’s report.**
- FC 24/ 159** **To approve the letter to Pearson’s Landscaped Limited.**
- FC 24/ 160** **To note the Insurance Premium of £2498.62 and the beginning of a 3 year contract commencing on 23rd September 2024.**
- FC 24/ 161** **To consider request from the YMCA for a donation of £5000.** The previous 3 year agreement to contribute £5000 a year has lapsed.
- FC 24/ 162** **To agree to remove the former Clerk’s as administrators from the Unity Trust bank account and the former Cllrs as signatories.**
- FC 24/ 163** **To agree three signatories for the Natwest bank account.**

FC 24/ 164

To Receive the Reserves Report.

- a) To agree to create a General Reserve of £41750.
- b) To agree to replenish funds of £2102.71 into the CIL reserve as the expenditure cannot be recollected.
- c) To agree to add the remaining available funds from the General Fund to the Neighbourhood Plan reserve. Approx £23k.

FC 24/ 165

Cllr Smith to sign the Social Media agreement policy. Cllr Smith to sign the Social Media Agreement and confirm he has read and understood the Policies forwarded to him from the Clerk (Social Media & Website Policy, GDPR General Privacy Notice and GDPR Breach Notification)

FC 24/ 166

To receive an update of persons interested in completing the Parish Grounds Maintenance.