

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 16th December 2024 at 7.00pm in The Side Lounge of Tovil Working Men's Club, Tovil Hill ME15 6QS.

Members of the public are invited to attend the meeting; the Public Session will not be minuted. The Chairman will close the minute book and commence the Public Session. 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.

Cllr Paul Wilby

A handwritten signature in black ink, appearing to read 'P. J. Wilby', written over a horizontal line.

Chairman of the Council

Date 11.12.2024

BUSINESS TO BE TRANSACTED

1.
 - (a) To confirm whether anyone in attendance intends to film or record the meeting
 - (b) Apologies for absence received
 - (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.
 - (f) To agree whether any item should be discussed in Confidential session.

2. **Public Session (meeting adjourned).** The Chairman to invite members of the public to make representations, ask questions or give evidence on any item on the agenda. A maximum of three minutes per person is allowed and the session will be closed after fifteen minutes.

3. Minutes:

- a) To approve the minutes of the Full Council meeting of Monday 11th November. The minutes should be taken as read, agreed as a true record, and signed and initialled by the Chairman.

**4. To consider a quotation from Landscape Services for grounds maintenance work
Deferred from October meeting**

**5. To approve the payment of 49 euros to join the international Repair Café
organisation to support Tovil's first Repair Café to be held on March 8th 2025**

6. Agree of Grievance Policy

7. Agree of Appraisal Procedure

8. Agree Volunteer Policy

9. Agree purchase of new double bin for TPC carpark

10. Finance:

- a) To note the Financial Reports: Bank Reconciliation and Expenditure against Budget
The Chairman and another Cllr to sign and date the reports in conjunction with the bank statements.

- b) To approve the Payments Schedule for December and to note the two Cllrs
authorising payments on behalf of the Council.
The Chairman and another Cllr to sign the schedule in conjunction with the invoices.

11. To agree quote Tovil neighbourhood plan

12. To discuss budget for 2025 to 2026

13. Date and details of next meeting