

PLUMSTEAD PARISH COUNCIL

Councillors are summoned to attend the Annual Meeting of Plumstead Parish Council which will be held on Wednesday 22nd May 2024 at approximately 6.30 pm in Plumstead Church

The Public are welcome to attend this Parish Council meeting

- 1 Attendance/Apologies for absence - *To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)*
- 2 Election of Chair and Vice-Chair for 2024-2025
Declaration of Acceptance to be signed
- 3 Record Declarations of interest from members on any item to be discussed and to consider any requests for dispensations - *(Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)*
- 4 To approve and sign the Minutes of the meeting held on 28th February 2024 - *(Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)*
- 5 Open Session for members of the public to speak
(Standing Orders: 3e-Items on this agenda; 3f-Total duration max 15mins; 3g-Max 3mins per person at the discretion of chair; 3h-Questions do not require a response at this meeting)
- 6 To receive reports from County & District Councillors *(for information only)*
- 7 Police report
8. Clerk's financial report
 1. To review the cover needed under the insurance policy and to authorise payment of the renewal premium from 1 June 2024
 2. HSBC Bank closed
 3. Annual Governance & Accountability Return 2023/2024 to be deferred to extraordinary meeting in June 2024 (date to be agreed)
 4. To agree internal auditor (Mo Anderson-Dungar) for 2023/2024 accounts
 5. To note payments and receipts since last meeting (details within agenda pack)
- 10 Information Audit & Clerks report
 1. Information Commissioners Office information updated
 2. To update information held (to be supplied at meeting)
- 11 To review and approve the following documents:
 - Code of Conduct
 - Complaints Procedure
 - Financial Procedures – new financial regulations available (circulated for consideration)
 - General Data Protection Regulation Policy
 - Health & Safety Policy Statement

- Publication Scheme
- Risk Assessment Policy (incorporating the Asset Register)
- Standing Orders

12 Maintenance of Parish Council assets including any updates

- Church Farmhouse notice board
- Flagpole - Flagpole seat installation updates as well as to discuss garden/churchyard grass cutting arrangements
- Telephone Box
- Bus Shelter
- Logs at pond / Tree Trunk
- Security metal post at Wildlife Meadow

13 To consider purchase of hedgehog warning signs

14 To discuss proposal of plant stall

15 Request donation – CV News

16 To agree purchase of replacement defibrillator pads

17 Planning applications – To receive updates for the following applications following response to NNDC on 2 applications.

PF/24/0683 & Plumstead House & PF/24/0702 Barn Conversion

18 To consider any correspondence which has not been circulated via email

19 To note items for next agenda/late items for discussion

- *(Standing Orders: 9b-Agenda items to be received at least 7 clear days before the meeting; 9f-The Proper Officers decision whether to include the items on the agenda shall be final)*

20 Date of next meeting (date and time to be decided)

Extraordinary Meeting
August
December

21 Confidential Matters

TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 FOR CONFIDENTIAL MATTERS

- Appointment of Parish Clerk from 1st April 2024 including contract of employment as well as clerks remuneration including any training necessary