

WITHYHAM PARISH COUNCIL

To all Members of **WITHYHAM PARISH COUNCIL**

You are summoned to attend a meeting of **WITHYHAM PARISH COUNCIL** to be held on **MONDAY 9th JULY 2018** at **7.30pm** at **THE OLD STATION, GROOMBRIDGE** when it is proposed to transact the following business:-

Deborah Siddle

Parish Clerk

2 July 2018

Members of the public are encouraged to come to the meetings and there is a 10 minute opportunity for them to address the Council

1. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING

2. APOLOGIES

3. DECLARATIONS OF INTEREST

4. MINUTES

4.1. To resolve that the minutes of the Council Meeting held on Monday 11th June 2018 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2. Matters outstanding from these minutes (not listed as separate agenda items)

5. COMMITTEE MINUTES

To receive the following minutes of committees and to approve and confirm recommendations contained therein and as far as requisite, the action taken by them.

5.1. Planning – 11th June 2018

5.2. Planning – 26th June 2018

6. REPORTS FROM DISTRICT and COUNTY COUNCILLORS

7. WARD REPORTS

(a) Groombridge Ward (to include update on fence post at Groombridge Recreation Ground)

(b) St John's Ward

(c) Withyham/Blackham Ward (to include a proposal for the adopted telephone box and request to use Teasley Mead recreation area for access for a grab lorry)

9. REVIEW COMMITTEE VACANCIES

10. WITHYHAM PARISH VOLUNTEERS REVIEW AND UPDATE

(5 minute comfort break)

11. FINANCE

11.1. To note the report showing payments made to date against budgets

11.2. To authorise the payment of invoices and note regular payments

11.3. To agree any quotes

11.4. To note that the bank reconciliation file was available at the meeting for inspection

11.5. To delegate authority to the Clerk to pay invoices in August in discussion with the Chair and Vice Chair, and to report to September Council

12. PROPOSAL AND COSTINGS FOR CLERKS' OFFICE AND MEETING ROOMS

13. REQUEST TO DELEGATE DECISION FOR GROOMBRIDGE PRESCHOOL GRANT TO JULY FINANCE AND ADMINISTRATION COMMITTEE

14. RECOMMENDATIONS AND UPDATES FROM STAFF REVIEW:

14.1. To note changes to office hours and Clerks' hours

14.2. To note changes to Clerks' job descriptions and agree required amendments to contracts

14.3. To consider the proposed Staffing Committee Terms of Reference

14.4. To consider the proposed Scheme of Delegation and amendments to the Standing orders, Financial Regulations and committees' terms of reference

14.5. *To consider whether to exclude the Press and Public from the meeting during consideration of the following items 13.6 and 14.7 pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the*

grounds that publicity would be prejudicial to the confidential nature of the business

14.6 To consider recommendation for revised salary gradings

14.7 To confirm salary increments following appraisals

14.8 *To invite the public to return to the meeting if they were excluded for the previous item*

15. REPORTS ON MEETINGS and CONFERENCES ATTENDED BY COUNCILLORS

16. CLERK'S REPORT

17. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA (To include Car Air Pollution, Guidance on councillor roles in projects, DPA policy)

18. DATE OF NEXT MEETING To note that the date of the next Council meeting is Monday 10th September 2018 at 7.30 pm at The Old Station, Groombridge (please note that there is no Council meeting in August).