

# PAGLESHAM PARISH COUNCIL

[www.pagleshamparishcouncil.co.uk](http://www.pagleshamparishcouncil.co.uk)

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## **AGENDA.**

**YOU ARE HEREBY SUMMONED TO A VIRTUAL MEETING,**  
**THE ANNUAL GENERAL MEETING**  
**OF THE PAGLESHAM PARISH COUNCIL**  
**TO BE HELD BY ZOOM**  
**at 6.45 pm on WEDNESDAY 5<sup>th</sup> MAY 2021.**

### **1. Election of Chairman for 2021-2022.**

- i To receive nominations for the post of Chairman.
- ii Chairman to sign the statutory Declaration of Acceptance of Office.

### **2. Election of Vice-chairman.**

- i To receive nominations for the post of Vice Chairman.
- ii Vice-chairman to sign the statutory Declaration of Acceptance of Office.

### **3. To Record the Members and Public Present:**

Present:

### **4. Apologies and reasons for absence:**

- i To be received by the Clerk only in person via: email, letter and telephone.
- ii To record the council decision on absence:

### **5. Declarations of Interests**

To receive Councillors Declaration of Interests:

### **6. The Clerk's Role:**

To resolve the Clerk role as the Proper Officer, Responsible Financial Officer and the receiving officer responsible for Dispensations

### **7. Paglesham Village Trust:**

- i To resolve the members of the PVT:
- ii To elect a Chairman.

### **8. Dispensations (relevant provision is s.33 of the Localism Act 2011)**

The Clerk to receive Councillors requests for dispensations re: Financial matters as local council tax payers inc: the Precept and as members of the Paglesham Village Trust.

### **9. Public Forum: ( 5 min per person only )**

Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.

**10. Insurance:**

To discuss:

**11. Model Code of Conduct:**

To discuss:

**12. Standing Orders:**

To discuss:

**13. Financial regulations:**

To discuss:

**14. Assets List:**

To discuss:

**15. The Council Risk Assessment:**

To discuss:

**16. The Complaints Procedure:**

To discuss:

**17. Freedom of Information:**

Clerk's report:

**18. Dates and Times of Meetings:**

To discuss frequency and timing of meetings 2021-2022.

**19. To receive the Minutes of the Zoom Meeting of the 7<sup>th</sup> April 2021.**

To receive:

**20. Matters arising from the Minutes: (not on the Agenda)**

i The Clerk's report re: The new Post Box request.

**21. Parish Council Newsletter report: (Councillors and Representatives of the PPC, PVT, PVPA)**

Councillors reports:

**22. The RDC 'Discover 20/20': (the 'Beagle Anchor' base, etc).**

i Councillors updates.

**23. Correspondence: (emails forwarded and letters and papers received)**

i To record a letter April 2021 to a Church End resident by way of reply

ii RDC/EALC/NALC/Police/ECC/libraries/ECC Highways emails, as circulated:

iii Printed Publications and General Information received by the Clerk are available on demand.

**24. Planning:**

i The Clerk's report re: a Planning query.

ii Application no 21/00/FUL ?

**25. Finance**

i i To receive the PPC and PVT Financial Statements ending April 2021 (circulated).

ii To receive the PPC Barclays Bank Statements ending April 2021 (circulated).

iii RPC/PVT Statements to be checked against the Bank Statements by Councillors: ..... and .....

- ii The reconciled Bank balances Statement of 31<sup>st</sup> March 2021 and the calculated reserves were @ 61% of Precept.
- iii Paglesham Parish Council does not currently fulfill the criteria for the General Power of Competence.
- iv To receive the Internal Auditors 'Auditing Solutions Ltd' 2020-2021 report.
- v To receive the AGA Return Part 3, 2020-2021.
  - i To receive, discuss, sign and complete the Annual Governance Statement.
  - ii To receive, discuss, sign and complete the Accounting Statements.
  - iii To receive the dates set for the Period of the Exercise of Public Rights.).
- vi The payment April 2021 to The PCC for the Mission Hall rent for the year 2021-22 @ £250-00 was recorded.
- vii The payment April 2021 to Sutton PC re: Riverside Computers repair (Shared Sutton) nett @ £44-00 was recorded.
- viii The payment April 2021 to Sutton PC re: Microsoft 365 software (Shared with Sutton) nett @ £24-99 was recorded.
- ix The payment April 2021 to Mr B Summerfield re: Annual office charge @ £163-34 was recorded.
- x The payment April 2021 to Mr B Summerfield re: Annual travel charge @ £87-40 was recorded.
- xi The payment April 2021 to EALC) annual subscription and NALC affiliation fee @ £73-09 was recorded.
- xii The Clerk's Standing Order salary payments of April 2021 @ £202-33 nett per month was recorded.
- xiii The D/D payments April/May 2021 to E-on re: streetlight energy @ £82-06/£74-12 was recorded.
- xiv The D/D payment to 1&1 re: April/May 2021 website Annual charge @ £109-24/ £8-44 was recorded.
- xv Resolved: all invoiced payments, auditing statements, financial statements, receipts, transfers, and agreed countersigned cheques above.  
Proposed by Councillors: ....., seconded by ..... and agreed by all.

## **26. Paglesham Village Trust:**

- i The Chairman's report:
- ii Financial:
- iii Mooring fees update:

## **27. Streetlighting:**

Councillor reports:

## **28. Highways:**

- i The Clerk's report: re-order 1000 Paglesham walking maps together with the Notice 'Punch Bowl closed' for the map containers.

## **29. Signatures on all leading documents and cheques:**

- i To record that all Resolved leading documents and the cheque book from the April 2021 Paglesham Parish Council 'Zoom' meeting (COVID-19), were signed by the Chairman and a councillor, at a later date.
- ii To agree that: all Resolved leading documents and Cheques from this meeting, etc. are to be signed by the Chairman and a Councillor after the meeting, as organized by the Clerk.  
Proposed by Councillors: ....., seconded by .....

## **30. COVID-19 updates:**

The current Government 29<sup>th</sup> March 21.

## **31. Website:**

- i The website is to be brought up to date with the inclusion of this meetings' information.
- ii To notify and record that the public's potential involvement at the all PPC Zoom meetings, are advertised on the Website, Parish Notice boards and Paglesham facebook!

**32. Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items: –

**33. Date of next Paglesham Parish Council Meeting at the St Peters Mission Hall:**

To agree: **Wednesday 7<sup>th</sup> JULY 2021?** at **6.45 pm.**

29<sup>th</sup> April 2021.

B Summerfield, Paglesham Parish Council Clerk/RFO.