



TO ALL COUNCILLORS

30<sup>th</sup> April 2024

**THERE IS TO BE AN ANNUAL MEETING OF THE PARISH COUNCIL ON **MONDAY 15<sup>th</sup> MAY 2023**. IT WILL BE HELD **IN THE HALL AT ELHAM PRIMARY SCHOOL** FOLLOWING THE ANNUAL PARISH MEETING WHICH STARTS AT **6.30 pm**.**

**YOU ARE HEREBY SUMMOND TO ATTEND.**

**THE AGENDA IS AS FOLLOWS:**

- 84.24** To agree to the Vice Chair chairing the meeting if required.
- 85.24** To record those present and list any apologies.
- 86.24** **Election of Chairman** - The Chairman, on being elected, is to sign a Declaration of Acceptance of Office.
- 87.24** **Election of Vice-Chairman** - The Vice-Chairman, on being elected, is to sign a Declaration of Acceptance of Office.
- 88.24** To declare any **Disclosable Pecuniary Interests (DPI), Other significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.**

*The meeting will be adjourned for 89.24.*

- 89.24** **Public Contribution**  
*(For members of the public to ask questions – This item will last no more than 15 minutes).*

*The meeting will be reconvened to discuss 90.24 onwards.*

- 90.24** **To note and agree minutes of (to be signed in person by the Chairman of the meeting)**

1. The Ordinary meeting of the Parish Council of 8<sup>th</sup> April 2024.

**91.24** **Committees**

1. To **discuss** and **agree** appointment of Councillors on committees:
  - i. Staffing Committee
  - ii. C&A Committee
  - iii. Wellbeing Advisory Committee
2. To **consider** and **agree** Terms of Reference for:
  - i. Staffing Committee

- ii. C&A Committee
- iii. Wellbeing Advisory Committee
- 3. To **discuss** the Highways representative and **agree** actions.
- 4. To **discuss** the Environmental Working Group representative and **agree** actions.

**92.24 Outside Bodies**

To **discuss** and **agree** appointment of Councillors on outside bodies:

- i. KALC Shepway Area Committee (2 representatives)
- ii. Folkestone and Hythe District Council Planning User Group
- iii. Sir John Williams Trust
- iv. Elham Community Trust
- v. Elham and Acrise Samaritan Fund
- vi. Play for Elham
- vii. Assistant Flood Warden
- viii. Little Stour and Nailbourne River Group
- ix. Tree Warden

**93.24 Standing Orders** -To **review** the Standing Orders in line with clerks recommendations and **agree** adoption.

**94.24 Financial Regulations** - To **review** the Financial Regulations in line with the clerks recommendations and **agree** adoption.

**95.24 Finance**

- 1. To **note** and **agree** the Accounts from March 2024 and **authorise** the Chairman to sign.
- 2. To **note** and **agree** the Bank Reconciliation from March 2024 and **authorise** the Chairman to sign.
- 3. To **note** the receipt of the Accounts for April 2024 – *to be circulated to all Councillors prior to meeting.*
- 4. To **note** the receipt of the Bank Reconciliation for April 2024- *to be circulated to all Councillors prior to meeting.*
- 5. To **agree** April 2024 invoices and **agree** payments- *to be circulated to all Councillors prior to meeting.*

**96.24 Planning**

- 1. To **note** the receipt of applications since the agenda was issued and **agree comments.**
- 2. To **note** any decisions made by Folkestone and Hythe District Council.

**97.24 Church wall** - To **receive** an update and **agree** actions if required.

**98.24 The Gore** - To **receive** an update and **agree** actions if required.

**99.24 Twinning** – To **receive** an update and **agree** actions if required.

**100.24 D-Day** - To **discuss** the event and **agree** actions if required.

**101.24** To **hear** verbal reports from

1. County Councillor – Susan Carey
2. District Councillor – Stephen Scoffham, James Butcher, David Godfrey

**102.24 Correspondence** - To **note** correspondence received and **agree** actions, if required.

**103.24 Date of next meeting and Close.**

**Signed**

Clairę Greenwood

**Parish Clerk**