**NOTICE OF MEETING & AGENDA**

The next ordinary meeting of the Parish Council will be held on Tuesday 16th April 2024 at 7.30pm at Teynham Community Hall, 89 Station Road, Teynham ME9 9DU.

**AGENDA**

1. Apologies for absence.

2. To confirm that any changes to the Registers of Interests have been forwarded to the Monitoring Officer.

3. Public Session for 20 minutes to allow members of the public and Councillors with pecuniary interests to speak for no more than three minutes in respect of the business on the agenda. A question shall not require a response at the meeting nor start a debate on the question.

4. Chairman’s Report.

5. To approve the Minutes of the Ordinary Parish Council meeting on 12th March 2024.

6. Matters Arising.

7. Report from PC Kirsten Jones.

8. Community

* 1. Proposal: Host public session to discuss activities for younger people in the village (eg youth club or similar)
	2. Note: Written to XYZ bus company to enquire if route 326/7 can be extended to Teynham
	3. Do we need to include update from ward councillors on agenda (with time limit?)

9. Amenities

* 1. Update on Allotments - update; is there any proposed action?
	2. Proposal: Based on new evidence, repair street light on Conyer Road
	3. Proposal: Seek feedback on drop-in cafe for future evolution (expanding groups who attend; offering etc)
	4. Meadow/Dogs update (inc signage)

10. Finance

10.1 Reports (total spend; monthly by category)

10.2 List of direct debits and regular payments

10.3 Proposal: Document step-by-step process guide to ordering; receiving good/services; invoicing; authorisation; payment processing and reporting, which meet the requirements of our Financial Regulations. Verify with internal auditor. Initial draft to be completed by Friday 26th April 2024.

10.4 Streetlights - invoices/ contract

10.5 Risks

10.6 Pension

 10.7 Proposal: Re-allocation funds from Kings Coronation to Pension

 10.8 Proposal: Commission Actuary report

10.9 Proposal: To purchase three tablets for Bank Authorisation Purposes not exceeding £500 (total)

11. Editorial

11.1 Social Media

11.2 Proposal: Approve interim social media policy (recommended by editorial committee)

* 1. Proposal: Set up ’next door’ social media account

12. Planning

* 1. Update Highsted Park (including draft planning response and community event)
	2. Proposal: To take the lead role for Transport Impact Report with majority contributions from other Parish Councils (to be confirmed by email)
	3. Note date for Extra Ordinary to review of response from Planning Consultant.
	4. Update Frognal Place (inc Schedule Monument and CAT presentation on Roman finds)
	5. Frognal Lane Closure

13. Community Hall

13.1 Update: Community Hall floor

13.2 Note: smart meter and new cupboard

14. Frognal Lane pump

15. Clerk’s course: note start date

16. External

Reports by representatives on outside organisations

a) TVHMC

b) KALC Swale Area Committee

17. Advanced Notice of Items for the Agenda of the next Ordinary Meeting.

18. To note the following Meeting Dates.

* Tuesday 21st May 2024 Annual Parish Council Meeting & Ordinary
* Tuesday 25th June 2024 Ordinary Meeting
* Tuesday 23rd July 2024 Ordinary Meeting
* Tuesday 17th September 2024 Ordinary Meeting
* Tuesday 29th October 2024 Ordinary Meeting
* Tuesday 10th December 2024 Budget/Precept & Ordinary Meeting

19. Chairman’s Closing Remarks

PRESS AND PUBLIC WELCOME

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Signed: Date: 9th April 2024

