



# Kings Hill Parish Council



*Enhancing the lives of the Kings Hill Community*

Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, Kent ME19 4LG  
Tel: 01732 870382, Email: [clerk@kingshillparish.gov.uk](mailto:clerk@kingshillparish.gov.uk), web: [www.kingshillparish.gov.uk](http://www.kingshillparish.gov.uk)

## SUMMONS

### TO: All members of the Parish Council

In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend a meeting of Kings Hill Parish Council on Thursday 20 July 2023 at 7.30 p.m. The meeting will be held in the Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, ME19 4LG.

*Karen Bell*

**Clerk to the Council**  
**13 July 2023**

### NOTICE OF MEETING

**Public Notice of the meeting has been given in accordance with schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public.**

**Public Participation:** A period of time has been set aside during which the Parish Council invites Questions from Parishioners present (15 minutes is allowed for this part of the meeting, the minute book is closed for this part of the meeting)

**RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND THE USE OF SOCIAL MEDIA):** Members of the public attending this meeting are advised that it may be filmed and recorded. Members of the public are allowed to record the Parish Councillors and Officers from the front of the public seating area only providing it does not disrupt the meeting. Any items in the exempt part of the agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until the member of the public has finished speaking. The use of social media is permitted.

**MOBILE PHONES:** Members of the public are reminded that the use of mobile phones (other than silent) is prohibited at Parish Council and Committee meetings.

## AGENDA

### Time Guide

- FC 122**      **Apologies for Absence and absentees (19.30):** To receive and approve any apologies.
- FC 123**      **Declaration of Interests and / or lobbying and intention to record (19.31)**
- Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the agenda. The clerk cannot advise members on this, and members are personally responsible for declaring an interest.
  - Councillors are also responsible for ensuring that their Registers of Interests are up to date (within 28 days of any changes).
  - Members are requested to disclose any lobbying they may have received for items on the agenda.

- Reminder to disclose an intention to record, please note that recordings are not allowed during the consideration of confidential items of business.

**FC 124 Public Forum (19.35):** To adjourn to enable members of the public to address the meeting.

**FC 125 Reports from County Councillor, Borough Councillors, Police representatives & Community Warden if present (19.50)**

**FC 126 Minutes (20.00)**

FC 126.1 To confirm the accuracy of the minutes from the Meeting of the Parish Council held on 22 June 2023 (Attached)

FC 126.2 To receive an update on any matters arising not included elsewhere on the agenda.

FC 126.3 To receive and note the minutes from the meeting of the CC & E Committee held on 06 July 2023 (Attached)

FC 126.4 To receive and note the minutes from the meeting of the P & T Committee held on 06 July 2023 (Attached)

**FC 127 Finance & Governance (20.03)**

FC 127.1 Bank Statements & Reconciliations at 30 June 2023: For Noting (Attached)

FC 127.2 Budgetary Control at 30 June 2023 (To follow)

FC 127.3 Investment Opportunities: To receive information and to consider (Attached)

FC 127.4 Financial Transactions

FC 127.4.1 Payments for Approval (Attached)

FC 127.4.2 Receipts for Noting (Attached)

FC 127.5 GPC Request: To consider request from Kings Hill Gym Club (Attached)

FC 127.6 2021 / 2022 Completion of External Audit (To be Tabled)

FC 127.7 Local Council Award Scheme

FC 127.7.1 To consider and approve outstanding action points to achieve the next level (Attached)

- Community Engagement Policy

- Grant Awarding Policy

- Action Plan and Related Budget responding to community engagement and setting out a timetable for action and review.

FC 127.7.2 To make the relevant resolution to confirm that having met the qualifying criteria for Quality Status that the application be submitted.

FC 127.8 Website Upgrade: To consider. (Attached)

**FC 128 Review of Terms of Reference and Scheme of Delegation (20.30):** To consider and approve (Attached)

**FC 129 Community Centre Bar Upgrade (20.32):** To receive an update.

**FC 130 Strategic Planning (20.35):** To receive report from Strategic Plan Working Group and to consider new Strategic Plan (To be tabled)

- FC 131**      **Events and Communications Working Group (20.40)**  
FC 131.1      To receive report from Working Group  
FC 131.2      End of Summer Event: To receive information and approve budget.  
FC 131.3      2024 Event – 80<sup>th</sup> Anniversary of DD: To receive information
- FC 132**      **Sports Park (20.45):** To receive any new information.
- FC 133**      **Local Groups & Organisations (20.47):** Members who attended any meeting on behalf of KHPC will be invited to give a brief report.
- FC 134**      **KALC AGM (20.50):** To consider putting forward a motion for KALC to lobby NALC to proposition Government for the transfer of community facilities to Local Councils
- FC 135**      **Matters for the Next Agenda (20.53)**
- FC 136**      **Consideration in Private (20.55):** Exclusion of press and public: There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the data Protection Act and to consider complaints against the council or a code of conduct complaint. To receive and consider information in respect of the following:  
FC 136.1      Staffing Matters  
FC 136.2      Legal Matters  
FC 136.3      Review of Pre-School Lease
- FC 137**      **Date and time of Next Meeting (21.30):** To confirm as 21 September 2023.

If you would like further information on any of the agenda items, please contact Karen Bell Clerk to the Council by telephoning 01732 870382 or email [clerk@kingshillparish.gov.uk](mailto:clerk@kingshillparish.gov.uk)