

KINGS HILL PARISH COUNCIL

Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, Kent ME19 4LG
Tel: 01732 870382, Email: clerk@kingshillparish.gov.uk, web: 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 19 September 2024 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 September 2024

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

- FC 053** **Apologies for Absence and absentees**
- FC 054** **Declaration of Interests and/or lobbying and intention to record.**
- FC 055** **Chairman / Deputy Chairman / Clerks Report**
- FC 056** **Public Forum**
- FC 057** **Reports from County Councillor, Borough Councillors, Police representatives & Community Warden if present**
- FC 058** **Minutes**
FC 058.1 To confirm the accuracy of the minutes from the Meetings held on 18 July 2024 (Attached) and 13 September 2024 (To follow)
FC 058.2 Matters Arising from the minutes not otherwise on the agenda.
- FC 059** **Matters Requiring Decisions**
FC 059.1 **Sports Park:** To receive any new information and consider KHPC actions in respect of the following
FC 059.1.1 2024-2025 Service Fee

FC 059.1.2 TMA Report and 2024-2025 Quarter 1 Financial Statements (Attached)

FC 059.2 Community Centre: To receive any new information and consider KHPC actions in respect of the following

FC 059.2.1 Solar Panels

FC 059.2.2 Air Conditioning for Offices

FC 059.2.3 New Tables and Chairs

FC 059.3 KALC AGM: To consider motions for consideration at the 2024 KALC AGM

FC 060 Financial Matters

FC 060.1 2023/2024 External Audit: To receive information

FC 060.2 Bank Statements & Reconciliations at 31 July 2024 and 31 August 2024: To note (Attached)

FC 060.3 Financial Transactions

FC 060.3.1 Payments for Approval

FC 060.3.2 Receipts for Noting

FC 060.4 Budgetary Control at 31 August 2024: To note

FC 060.5 2025-2026 Budget: To receive information and to consider budgetary provisions

FC 060.6 Barclays Renewal: To receive information

FC 061 Matters for Report – To receive information reports from Committees, Working Groups and representatives: To include

FC 061.1 Planning & Transport Committee: Draft minutes from the meeting held on 12 September 2024 (To follow)

FC 061.2 Climate Change & Environment Committee: Draft minutes from the meeting held on 12 September 2024 (To follow)

FC 061.3 End of Summer Party held on 15 September 2024

FC 061.4 Members who attended any meeting on behalf of KHPC will be invited to give a brief report

FC 062 Administration

FC 062.1 Councillor Vacancies: To review

FC 062.2 Review of Terms of Reference for Committees and Working Groups and Scheme of Delegation (Attached)

FC 062.3 New Financial Regulations: To receive information and to consider the draft document (Attached)

FC 062.4 Policies for Review

FC 062.4.1 Community Centre Risk Assessment (Attached)

FC 062.4.2 Community Engagement Policy (Attached)

FC 062.4.3 Grant Policy (Attached)

FC 062.5 Sports Park Committee: To ratify formation, confirm Committee Membership and approve Terms of Reference and meeting frequency (Attached)

FC 063 Matters for the Next Agenda

FC 064 Date and Time of Next Meeting: To confirm as 17 October 2024

FC 065 Consideration in Private: Exclusion of Press and Public: There are only a few reasons 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 because 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, or 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 065.1 Staffing Matters
- FC 065.2 Legal Matters
- FC 065.3 Lease Renewal Update
- FC 065.4 Community Assets (Item requested by Cllr Barker, deferred from 18.07.24)

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 emailing clerk@kingshillparish.gov.uk