

STAPLEHURST PARISH COUNCIL



ANNUAL GENERAL MEETING

MONDAY 12TH MAY 2025

**7:30PM INFANT HALL
STAPLEHURST PRIMARY
SCHOOL**

AGENDA

PUBLIC FORUM – Comments about items on the agenda may be sent to clerk@staplehurst-pc.uk by 4.00pm on the day of the meeting. Attendees are requested to notify the Chairman of any intention to film, photograph or record during the meeting

Ensure all Councillors have received by email the full agenda pack

1. ELECTION OF CHAIRMAN:

Followed by signing of Declaration of Acceptance of Office of Chairman.

2. ELECTION OF VICE CHAIRMAN:

Followed by signing of Declaration of Acceptance of Office of Vice Chairman.

3. APOLOGIES

4. COUNCILLOR DECLARATIONS regarding items on the Agenda:

- 4.1. Declaration of Lobbying
- 4.2. Declarations of Changes to the Register of Interests.
- 4.3. Declarations of Interest in Items on the Agenda.
- 4.4. Requests for Dispensation.

5. APPROVAL OF FULL COUNCIL MINUTES Pages 1996– 2001 of 13th May 2024 available at <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/full-council/>, to be signed by Chairman.

6. Financial Reports

- 6.1 Annual Governance and Accountability Return 2024/2025 – for approval.
- 6.1.a The Annual Governance Statement (Form section 1) to be read out and approved Appendix A of the report
- 6.1.b The Statement of Accounts (Form section 2) are approved Appendix B of the report
- 6.2 The Statement of Accounts 2024/25, Appendix C
- 6.3 Income and Expenditure Account for the year ending 31st March 2025 Appendix D
- 6.4 IT Service Contract
- 6.5 Payment list

7. Review of delegation arrangements to committees, sub-committees, groups, staff and other local authorities; delegation same as 2024/25

8. COMMITTEE AND GROUP TERMS OF REFERENCE

To note Terms of Reference for the following groups, note no changes circulated:

- 8.1 Planning Committee
- 8.2 Communications Group
- 8.3 Neighbourhood Plan Review Group
- 8.4 Employment, Finance and Strategy Group
- 8.5 HR Sub group
- 8.6 Greener Staplehurst Group
- 8.7 Staplehurst Community Neighbourhood Enhancement Improvement Group (SCEnic)
- 8.8 Road Safety Group
- 8.9 Jubilee Field Working Group
- 8.10 3G Multi-Sports pitch Working Group

9. APPOINTMENT OF COMMITTEE & GROUP MEMBERS (DATES)

Annual review and appointment of members of Planning Committee and Parish Council Groups, meetings 7:30pm unless stated

- 9.1 Planning Committee – Council elects Chairman and Vice Chairman – Mondays on three week cycle following on from Council

At Groups first meeting they elect Chairman and Vice Chairman

- 9.2 Communications Group – proposed 3rd Wednesday of each month
- 9.3 Staplehurst Community Neighbourhood Enhancement Improvement Group – proposed 2nd Thursday of each month
- 9.4 Jubilee Field Working Group – proposed 1st Tuesday of each month
- 9.5 Employment, Finance & Strategy Group – proposed 3rd Thursday of each month, 1:30pm
- 9.6 Greener Staplehurst Group – as required
- 9.7 Neighbourhood Plan Review Group – proposed 2nd Wednesday of each month
- 9.8 Road Safety Group – proposed 2nd Monday of each month 10am
- 9.9 3G Multi-Sports Working Group – as required

10. Appointment of any new committees in accordance with Standing Order 4 and/or groups in accordance with Standing Order 27; NA

11. Review and adoption of appropriate standing orders and financial regulations; report attached –

- 11.1 Financial Regulations -attached for approval

Unchanged, circulated

- 11.2 Standing Orders
- 11.3 Council Code of Conduct
- 11.4 Civility and Respect
- 11.5 Strategic Action Plan 2025-2028

12. Review of arrangements (including legal arrangements) with other local authorities, not-for-profit bodies and businesses;

- 12.1 Parish Office lease with Staplehurst Community Centre Trust – unchanged and circulated

13. APPOINTMENTS TO LOCAL COMMUNITY GROUPS AND ORGANISATIONS

Annual review and appointment of councillor representatives on community groups and organisations and arrangements for reporting back;

- 13.1 Churchyard Liaison Committee
- 13.3 Staplehurst Community Centre

- 13.4 Staplehurst Patients Participation Group
- 13.5 Staplehurst Community Events Group
- 13.6 Parish Police Liaison Committee
- 13.7 Staplehurst Emergency Help Team
- 13.8 Staplehurst Remembrance Group
- 13.9 River Beult Catchment Improvement Group
- 13.10 Headcorn Aerodrome Consultative Committee
- 13.11 Sobell Cheshire Homes
- 13.12 Staplehurst Community Speed Watch
- 13.13 KALC Area Committee
- 13.14 Staplehurst Library Users Group
- 13.15 McCabe Day Centre
- 13.16 Village Sports & Social Group – Golf Club

14. Determining the dates, time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council - attached

15. Review of the Council's subscriptions, grant and donation expenditure in 2024/25; -

- 15.1 Subscriptions in 2024/25 – see attached
- 15.2 Donations in 2024/25 - see attached
- 15.3 Grants in 2024/25 – see attached

16 Review of the Council's subscriptions, donation and grants expenditure in 2025/26;

- 16.1 Approved subscriptions for 2025/26 – KALC £1,870

17 Committee and working group minutes for noting

- 8.1.1 Planning Committee minutes of 28th April 2025
- 8.1.2 Road Safety Group minutes of 28th April 2025
- 8.1.3 Jubilee Field Working Group minutes 29th April 2025 to follow
- 8.1.4 SCEnic minutes 24th April 2025
- 8.1.5 3G Multi-Sports pitch working group meeting – to be arranged
- 8.1.6 Employment, Finance and Strategy Group meeting minutes 17th April 2025
- 8.1.7 NDP Review Group meeting to be arranged
- 8.1.8 Communications Group meeting minutes 9th April 2025
- 8.1.9 Greener Staplehurst Group meeting to be arranged

18 CORRESPONDENCE - NA

19 CONFIDENTIAL

- 19.1 Merit Awards

Councillors are respectfully reminded that should they be unable to attend any Parish Council Meeting, of which this Agenda is a formal summons, they should notify the Parish Clerk with their apology and reason for non-attendance. Failure to do so for a continuous period of six months will result in automatic disqualification from the Council. Deadline for such notification to the Parish Clerk is by 4.00pm on the meeting day.

Mr R Griffiths
Parish Clerk
7/05/25

<u>Parish Council and Borough Council Saturday Surgeries - Staplehurst Library 10.00am – 12.00pm</u>	
<u>Date</u>	<u>Councillor</u>
<u>31st May 2025</u>	<u>Borough Councillor John Perry</u>
<u>28th June 2025</u>	<u>Borough Councillor John Perry</u>
<u>26th July 2025</u>	<u>Borough Councillor John Perry</u>

Minutes & Agenda Circulation List:-

Chairman	To be elected	Vice-Chairman	To be elected	
Cllr Margaret Agar	Cllr Mel Alesi	Cllr Jose Castro	Cllr Richard Ash	Cllr Ani Martin
Cllr Eric Hotson	Cllr Bill McLaughlin	Cllr Alan Pett	Cllr John Perry	Cllr Paddy Riordan
Cllr Adele Sharp	Cllr Mike Wakeford	Cllr Catherine Farragher	Cllr Josh Melville	
County Councillor – Cllr Brian Black		Borough Councillors – Cllrs Perry and Riordan		
STAPLEHURST PARISH COUNCIL FUTURE MEETING DATES 2025 (Monday unless indicated)				
UNTIL FURTHER NOTICE - 19:30 (7:30pm)				
2 nd June		23 rd June		14 th July
4 th August		26 th August (Tuesday)		15 th September
6 th October		27 th October		17 th November
8 th December		12 th January 2026		26 th January 2026