



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF MEETING SUMMONS AND AGENDA

A MEETING OF BOUGHTON-UNDER-BLEAN PARISH COUNCIL
WILL BE HELD IN ST BARNABAS PARISH CENTRE ON
TUESDAY 11th JULY 2023 AT 7:30pm

Members of the public wishing to address or ask questions of the Council are requested to do so in writing or by email to the Parish Clerk at least 24 hours before the meeting.

Members of the public and press are invited to attend. Under the Openness of Local Government Bodies Regulations 2014, attendees may be filmed, recorded or otherwise reported about by anyone present. Unless advised otherwise, the council accepts no responsibility for data recorded in this way or its distribution. Any item on the agenda may be heard in private when considered to be confidential.

1. **APOLOGIES** *(1 minute)*
2. **DECLARATION OF INTERESTS** *(1 minute)*
3. **MINUTES** *(5 minutes)*
 - A. Confirm minutes of the Extraordinary Meeting of the Parish Council held on Tuesday 6th June 2023 (minutes 017-025)
 - B. Confirm minutes of the Ordinary Meeting of the Parish Council held on Tuesday 13th June 2023 (minutes 026-038)
 - C. Confirm minutes of the Extraordinary Meeting of the Parish Council held on Tuesday 20th June 2023 (minutes 039-041)
 - D. Receive draft minutes as a report of the Planning Committee meeting held on Tuesday 20th June 2023
 - E. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 27th June 2023
4. **PUBLIC PARTICIPATION** *(15 minutes)*

Members of the public will be given up to 15 minutes to talk with Councillors, the item may be added to the agenda for the next meeting if agreed by Councillors.
5. **FINANCE AND ADMINISTRATION** *(50 minutes)*
 - A. APPROVE BANK RECONCILIATION
 - B. APPROVE JULY PAYMENTS
 - C. FINANCE REPORT - Review Q1 2023 finances
 - D. BANKING ARRANGEMENTS - Approve amendment of financial regulations and banking mandate
 - E. TERMS OF REFERENCE - Review and approve updated Terms of Reference for Village Hall Management Committee
 - F. SCHEME of DELEGATION - Consider and adopt Scheme of Delegation for Village Hall Management Committee
 - G. VILLAGE HALL MANAGEMENT COMMITTEE - Elect new councillor member
 - H. SAFEGUARDING POLICY - Approve new safeguarding officer
 - I. PUBLICATION SCHEME - Consider and approve publication scheme document
 - J. GRIEVANCE POLICY - Consider and adopt policy
 - K. COST OF LIVING CRISIS - Consider and approve proposal to utilise £1,000 grant money
 - L. LOCAL HERITAGE LIST – Consider and agree sites to be nominated
 - M. SPONSORSHIP SIGN - Consider and approve purchase of canvas sign to display at events
 - N. COUNCILLOR VACANCY - Consider and approve co-option of new councillors

- 6. PUBLIC AMENITIES MATTERS** *(15 minutes)*
A. BENCH - Consider and approve quotes to replace the bench on the corner of Arthur Kennedy Close. Consider whether to apply for installation of bollards at the site
B. CEMETERY - To receive an update from the working party and consider salvaging existing benches
- 7. COUNCILLORS REPORTS** *(10 minutes)*
To receive reports on activities/matters brought to the attention of individual councillors
- 8. CHAIRMAN/CLERK'S REPORTS** *(5 minutes)*
To receive reports on activities/matters brought to the attention of the Chairman and Clerk
- 9. CORRESPONDENCE** *(2 minutes)*
A. Email detailing KALC Swale Area Committee AGM minutes (circulated)
B. Email notification from Swale Borough Council of Tree Preservation Order No 2. 2023 being served on trees on land to the rear of 167-185 The Street
- 10. PERSONNEL** - Consider and approve overtime *(5 minutes)*

6th July 2023

S. Muteham Clerk to the Council