

ACOL PARISH COUNCIL

Apartment 3, 85 Sea Road,
Westgate on Sea CT88QG
Phone: 01843 832243

AGENDA

A Meeting of Acol Parish Council will be held in the Village Hall, Acol, on Monday 20th July 2020 at 11.00am to consider the business set out below and to pass such resolutions as deemed necessary on those items set out within the agenda.

1. MINUTES

To approve the Minutes of the Meeting held on 13th January 2020

2. APOLOGIES FOR ABSENCE

To receive apologies for absence (if any).

3. DECLARATIONS OF INTEREST

Members are invited to disclose any interest in any of the matters referred to within the agenda.

4. REPORTS OF THE POLICE/COMMUNITY WARDENS/PCSOs.

To receive reports as appropriate.

5. INTERNAL AUDIT

The Clerk has been advised that the audit process is to be undertaken but an exact date has not, as yet, been received. However, as part of the process authorities with an income of less than £25,000 are exempt from Part 2 of the process. The Parish Council's income, as received from TDC, is £5,766. In support of the internal audit process the Clerk/RFO attaches the income and expenditure for the year 2019/20 which Council is requested to consider and approve. The Council is requested to pass resolutions (A) accepting that it is by virtue of its income being less than £25,000 it is exempt from the requirements of part 2 of the audit process which relates to a limited assurance review; and

(B) to approve the income and expenditure report for 2019/20.

6. COUNCIL REPORTS REQUIRED BY AUDIT

Council will be aware that the Clerk has drafted the following reports:

1. Code of Conduct;
2. Statement of Intent on Internal Control;
3. Complaints Procedure;
4. Media & Communications Policy;
5. Training Strategy;
6. Health & Safety;
7. Parish Council Grant Scheme Policy & Guidance;
8. Staff Disciplinary Procedure and
9. Staff Grievance Procedure.

The draft reports were sent to Members for comments and any comments received were incorporated into the appropriate report.
Council is requested now to formally approve the reports.

7. COUNCIL LAPTOP

The Council were advised by the Internal Auditor to purchase its own laptop and back up facilities. Members authorised the Clerk to purchase a laptop and this has now been done. Council is requested to ratify its action in authorising the purchase.

8. FINANCIAL MATTERS

(i) Payments Schedule – A payments schedule will be tabled at the meeting.

(ii) Bank Balance The bank balance at 1st July 2020 was £10,097.28.

(iii) General – The Clerk to report on any other financial matter as appropriate.

In view of the limitation of time Council may wish to defer consideration of the following items to the next meeting.

9. PLUMSTONE ROAD

Councillor Mrs Osborne has received correspondence from Brian Whitford expressing his concerns at the traffic conditions in Plumstone Road. Cllr Mrs Osborne has explained the actions that the Council has tried to put in place and its frustration that Kent Highways didn't have sufficient funding to make the improvements necessary to improve the situation. Cllr Mrs Osborne will report further to the meeting.

10. CHAIRMAN'S REPORT

The Chairman will briefly report upon the following matters which have arisen since the last meeting:-

- Speedwatch
- Digital Asset Register
- RoSPA to inspect Rec
- APEG
- CCTV
- Village sign
- Community Warden
- Volunteers

11. RECREATION GROUND – PROPOSED IMPROVEMENTS

Councillor David Hayfield to report further on a draft and costed scheme for the possible improvement and enhancement of the play area for discussion by Members.

12. PARISH WEBSITE/BROADBAND

Website – Ray Owen has been invited to attend Council to update Members as appropriate, on the development of the site.

13. CLERK'S REPORT

General. The Clerk will report upon any urgent matter that may have arisen since the despatch of the agenda.

14.REPORT COUNTY & DISTRICT COUNCILLORS

To receive reports as appropriate.

15. MATTERS OF REPORT BY MEMBERS

To receive reports as appropriate.

16. DATE OF NEXT MEETING

Members are requested to agree the date for the next meeting.

Roy Wade

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10th July 2020