

STOKE PARISH COUNCIL



50 Pepys Way, Strood, Rochester, Kent, ME2 3LL

Clerk: Mrs J Allen
Telephone: 01634 270270

Email: stokeparishcouncilkent@gmail.com
Website: www.stokeparishcouncil.org.uk

I hereby give notice of a meeting of Stoke Parish Council to be held at the Village Hall, Mallard Way on Wednesday 5th December 2018 at 7.00pm.

Jenny Allen ~ Clerk

Part A	Public discussion (not part of the meeting) where any member of the public may discuss any item. No motions may be proposed nor decisions taken, but matters raised by the public may be placed on the agenda for the next meeting.
Part B	Public discussion on any agenda items. In line with standing order (3) e members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. This shall take place at this part of the meeting for a maximum of 30 minutes. Following this members of the public are not permitted to speak or to take part in the business of the Parish Council.

Agenda

1.	Apologies for absence
2.	Declaration of any Pecuniary or Personal Interests In line with the Code of Conduct for the meeting, plus alterations to the register
3.	Minutes from previous Parish Council Meeting To receive and approve the minutes of the meeting from the 7 th November 2018
4.	Disclosure of any other business Additional items to be discussed that have risen since the publishing of the agenda. No votes on these issues to take place.
5.	Planning Applications To receive and discuss any planning applications or decision reports received from Medway Council since the last meeting.
6.	Clerk's Report Report by Clerk in relation to the progress of the newly appointed Clerk Mrs J. Allen and the purchase of the agreed updated office equipment.
7.	Correspondence Report by the Clerk in relation to any correspondence received in the office since the last meeting.
8.	Finance a). To oversee and approve any receipts received since 07/11/2018 b). To authorise and approve any long-term standing orders / direct debits c). To discuss and approve payment(s) for an invoices received since 07/11/2018 d) To oversee and approve any debit card usage since 07/11/2018 d). To oversee and approve the evolving bank balance(s) and the monthly budget monitoring report, already circulated to all members by the Clerk.

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9.	Representative Reports on outside bodies To receive any reports by members on outside bodies
10.	Play Parks Contract Report by the Clerk to update members on the condition of the parks, play equipment and related contractor.
11.	Website and IT Report by the Clerk to update members on the operation and usage of the Parish Council's website (report already circulated to all members).
12.	Highways & Transportation To receive and discuss any reports relating to the upkeep / maintenance of the Parish's footpaths, lighting, highways and verges including reports of any new pot holes and fly tipping.
13.	J R Brickwork To discuss and approve any new work order requests for J R Brickwork.
14.	Village Hall Report To receive and discuss any reports relation to the Village Hall.
15.	Budget 2018 / 2019 To receive and discuss the year to date expenditure analysis for 2018/2019 as at 30/11/2018 and agree the forecast of expenditure and income to the close of the financial year.
16.	Precept 2019 / 2020 To set the budget and precept for the financial year 2019 / 2020.
17.	SLCC (Society of Local Council Clerks) Membership Renewal To decide upon the renewal of the membership of the SLCC (Society of Local Council Clerks) at a cost of £122.
18.	Any other business (no votes may be taken)
19.	Date of next meeting