

# HALLING PARISH COUNCIL

The Community Centre, High Street, Lower Halling, Rochester, Kent ME2 1BS

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Clerk: Roni Jones

I hereby give notice of a meeting of Halling Parish Council to be held 7.30pm on Tuesday 14 November 2017 at the Jubilee Hall

## Agenda

1	<b>Apologies for absence</b>
2	<b>Disclosure of any other business</b> Additional items to be discussed that have arisen since the publishing of the Agenda <i>No votes on these issues to take place</i>
3	<b>Declaration of any Pecuniary and/or Prejudicial Interests</b> Register of Interest and Code of Conduct update for relevant Councillors
4	<b>Adjourn meeting for Public Questions</b> Allow up to 30 minutes for members of the public to address questions to the Chair
5	<b>Reconvene meeting</b>
6	<b>Minutes of Previous Parish Council meeting</b> To receive and approve minutes of the meetings on 30 <sup>th</sup> October 2017
7	<b>Information arising from the minutes not on the agenda</b>
8	<b>To receive a nomination for Mrs A Butterfield to the Council</b> To be Proposed and Voted
9	<b>Planning Applications since the last meeting</b> Report by Richard Thorne on any applications received since the last meeting
10	<b>Estates Matters since the last meeting</b> Report by George Wenham on the Footpaths, Recreation Grounds and Marsh
11	<b>HPC Working Groups Structure (Finance, Personnel, Estates, Events, Neighbourhood Plan)</b> Update from the Clerk and agreement to the proposed structure with allocation of 2-3 Councillors to the various working groups proposed
12	<b>Halling Fire Station</b> Update by the Chairman
13	<b>Update from Redrow (to include Blue Pool)</b> Update by Matt Fearn
14	<b>Christmas in Halling</b> Update from the Community Working Party
15	<b>HPC Procedure Management Development</b>

	<p>Proposal from the Chairman to adopt the following Procedures:</p> <ul style="list-style-type: none"> <li>• Equal Opportunities</li> <li>• Health and Safety at Work</li> <li>• Grievance and Discipline</li> <li>• Staff sickness Policy</li> <li>• Expenses Policy</li> </ul>
16	<p><b>HPC Procedure Manual Proposed Policies</b> Request for Councillors to identify any Policy or Procedure that needs to be updated in order to create a work plan</p>
17	<p><b>Receipts and Payments</b></p> <ul style="list-style-type: none"> <li>• To discuss receipts received since the last meeting</li> <li>• To discuss and approve for payment any invoices received since the last meeting.</li> <li>• To approve any regular payments made since the last meeting.</li> <li>• Investment account – to receive a proposal from the Clerk</li> </ul>
	<p><b>Any Other Business</b> (No votes may be taken)</p>
18	<p><b>Restricted Items:</b></p> <p><b>A vote to hold the following items in Closed Session:</b></p>
19	<p><b>Human Resources Update</b> Update Personnel Working Group Risk Register related to Human Resources</p>
20	<p><b>Return of Skills Audit</b> Update</p>

### **Dates of forthcoming meetings of the Parish Council**

Monday 4 December 2017	Jubilee Hall
Tuesday 9 <sup>th</sup> January 2018	Community Centre
Monday 5 February 2018	Jubilee Hall
Tuesday 13 <sup>th</sup> March 2018	Community Centre
Monday 9 <sup>th</sup> April 2018	Jubilee Hall