



# Agenda

## STURRY PARISH COUNCIL

Chairman of the Council  
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**To: the members of Sturry Parish Council**

I hereby summon you to attend an extraordinary meeting of Sturry Parish Council to be held Wednesday 20<sup>th</sup> July 2022 at 7.00pm at **Broad Oak Village Hall** for the transaction of the business described in the following agenda.

A rectangular box containing a handwritten signature in black ink, which appears to be 'Ann Davies'.

### AGENDA

**7445. Apologies for absence**

**Public questions.**

Before the remainder of the meeting we will receive questions and statements from members of the public regarding items on the agenda. Any member of the public present at the meeting is entitled to speak for up to three minutes at this point.

**7446. To receive Declarations of Disclosable Pecuniary Interests and Other Significant Interests and Voluntary Announcements of Other Interests on any agenda items and a reminder to think of any changes to the DPI register held at CCC, such as change of job or home.**

**7447. To approve the minutes of the Annual Parish Council Meeting held on Monday 27<sup>th</sup> June 2022.**

**7448. Matters arising from minutes of the Annual meeting on 27<sup>th</sup> June 2022.**

**7449. Chairman and Councillors' reports.**

**7450. County and District Councillors' reports.**

**7451. Village Caretaker's report.**

**7452. Cemetery Report**

**7452 Clerk's Report**

**7454. Update on the draft Parish Charter**

**7455 To approve recommendations from the Staffing committee:**

a) Chairman of the Staffing Committee,

- b) Terms of Reference for the Staffing Committee
- c) timescale for review of employment policies and procedures and staff handbook and
- d) the employment of external assistance in dealing with the updating of employment policies, procedures and contracts.
- e) recruitment of new Cemetery and Office Assistant.
  - a. Job title
  - b. Hours of work
  - c. Pay scale/rate of pay
  - d. Job description

**7456. To approve recommendations from the Planning Committee**

- a) Chairman of the Planning Committee and
- b) Terms of reference for the Planning Committee

**7457. Review of representation on or work with external bodies and arrangements for reporting back.**

- a) The Aire sur la Lys Twinning Association
- b) Broad Oak village Hall
- c) Sturry Social Centre
- d) Friends of St. Nicholas Church
- e) KALK
- f) Any other new representations

**7458. Review and approval of the council's and/or staff subscriptions to other bodies for the following year.**

- a) Membership of Society of Local Council Clerks for new clerk cost per annum - £230.00
- b) CPRE - £36.00
- c) ICCM- £95.00
- d) KALC - £1655 +VAT
- e) Publication Clerks and Councils Direct - £12.00 per councillor per year

**7459. Approve quotation for new Christmas lights.**

**7460. Christmas event - to agree the date of the event and set up a working group.**

**7461. Approval of an external key switch to override the magnetic door lock.  
Total cost £145.79 +VAT @ 20% from Elec-Sec Ltd.**

**7462. Discuss and agree on scope of tree works to be included in a quotation request.**

**7463. Approval of purchase of  
10 Metal signs for no dogs signs. Same size as signs in the park already.**

**7463. Approval of purchase of spring flowering bulbs for the cemetery entrance and woodland garden.**

**7464. Finance**

- a) Update on banking signatories and approval of payments
- b) Update on accounts for Quarter 1
- c) Update on VAT

Exclusion of the press and public pursuant of section 1 of the Public Bodies (Admission to Meetings) Act 1960

**7565. Update from Staffing Committee on staff management issues.**