Hougham Without Parish Council

13 Victoria Road, Capel-le-ferne, CT18 7LR

Email: cathy.finnis@googlemail.com

**Thursday 16th September 2021**

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**To members of the Council**

You are hereby summoned to attend an Extraordinary Meeting of Hougham Without Parish Council for conducting planning business via Zoom online platform (by invitation from the Clerk) on **Tuesday 21st September at 7.30pm** for the purpose of transacting the following business.

Cathy Finnis C.M. Finnis **Clerk to the Council** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agenda

1. To receive apologies for absence; please contact Clerk as soon as possible to inform of any absence.
2. To identify any member’s interests; please declare all interests in the book available, if in doubt please check with Clerk.
3. To hear questions from the public; pre-agreed questions to be sent to or via the Clerk. The public are welcome to join the meeting, please contact the Clerk to arrange access to the Zoom meeting.
4. To agree the last sets of minutes, on 13th July 2021
5. Matters arising from minutes of 13th July 2021.
6. Reports from Chair/Vice Chair/County Councillor/PCSO
7. To make a decision on purchase of the defibrillator
8. To decide on grant applications (i) & (ii) from the Hougham Village Hall Trust.
9. To discuss the Internal Audit

* The need for a Councillor for Finance to ensure regular internal financial checks are carried out.
* Full Risk Assessment due November 2021
* Precept meeting November 2021, with decision due January 2022 for April 2022-2023.

9. Payments:

i. Ability Payroll invoices 8 & 9 £11.00

ii. Clerk wages and office allowances (2 months) £501.18

iii. Simon Withey maintenance of Village Green £130.00

iv. Netwise Premium Package Support/Maintenance and Domain Name. £372.00

v. SLCC £80.00

vi. Playing Fields Subscription TBC

***The next scheduled ordinary meeting of Hougham Parish Council is due on Tuesday, November 22nd at 7.30pm at Hougham Village Hall or by ‘Zoom’, and will be confirmed during the week before.***