Hougham Without Parish Council

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

Email: cathy.finnis@googlemail.com

**Wednesday 2nd August 2023**

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**To members of the Council**

You are hereby summoned to attend An Extraordinary Meeting of Hougham Without Parish Council at Hougham Village Hall for conducting planning business (by invitation from the Clerk) on **Monday 7th August 2023** for the purpose of transacting the following business.

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

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**Agenda**

1. **To receive apologies for absence**
2. **To agree the minutes of 29th June**
3. **To consider matters arising from the minutes of 29th June**
4. **To hear questions from the public** *(max 2 minutes per question, please make yourself known to the Clerk prior to the start of the meeting)*
5. **Councillor’s Reports/Items:**
6. **Cllr Green: Fly tipping deterrence in conjunction with Dover District Council (report)**
7. **Cllr Oxenham: Village Green antisocial behaviour (discussion) and parking for events at the Village Green (discussion)**
8. **Cllr Robinson: an open meeting offer (discussion)**
9. **Cllr Piggott: defibrillators (discuss and agree)**
10. **Clerk items on Council functions and roles and responsibilities of the Council, as well as processes. (agree)**
11. **Update on Council banking arrangements (information)**
12. **Payments (not exhaustive)**

**Kent Association of Local Councils 240.82**

**BHIB insurance 645.45 (to be refunded to Cllr Lamb)**

**Information Commissioner 40.00 (to be refunded to the Clerk)**

**Website (Digital mapping) 57.60**

**Clerk wages/office allowance (May/June/July – owed due to banking issues) 837.97 *(-0.90 for previous overpayment)***

**Microsoft ‘office’ package @7.99 PCN 23.97**

**Village Green caretaker wages (May/June/July – owed due to banking issues) 195.00**

**HMRC PAYE (quarter 4 ending) 194.40**

**HMRC PAYE (quarter 1 ending) 239.60 \*to be confirmed**

**Payroll May/June/July @ 6.50 PCM 19.50**

**Payroll April @ 6.50 6.50 \*to be confirmed**

**Office expenses, ink cartridge @ 21.45 21.45**

1. **Agree the next Ordinary Meeting of the Council date.**

The next ordinary scheduled meeting of Hougham Parish Council is on 19th September 2023 and will be confirmed in the days before the meeting.