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| **AGENDA****Full Council Meeting****COLLIER STREET PARISH COUNCIL**scheduled to take place in the Orchard Room, St Margaret’s School on Tuesday 14TH June 2022commencing at 7.00pm  |
| **06.22.01****Apologies** | Cllr Andrew Papas, Cllr Dave SealeyPCSO Nicola Morris |  |
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| **06.22.02** **Declarations of Interest** |   |  |
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| **06.22.03****PLANNING** | This section of the meeting will be chaired by the Chair of the Planning Committee.  |   |
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|  | Appeal – Land west of Benover Road, Yalding  |  |
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| **06.22.03.04** **Minutes of Previous Meeting****to be approved** | Minutes of Full Council Meeting and Annual Meeting 10th May 2022Minutes of the Full Council Meeting 12th April 2022 |
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| **06.22.03.05****Correspondence and Action Points**

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| Reference | Factor | Lead |
| **06.22.05.01** | **Defibrillator** Update | **Lead DG** |
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| **06.22.05.02** | **CIL MONIES** | **Lead DG** |
| **Focus/Workshop Group Feedback*** Health and Wellbeing – Lead Cllr Steve Barham
* Village Hall – Lead Cllr David Goff
* Highways and Community Safety – Cllrs Deborah and Andrew Papas
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| **06.22.05.03 HIGHWAYS** |  | **Lead DG** |
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| **06.22.05.04****LORRY WATCH and SPEEDWATCH UPDATE** | **Lead DG** |
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| **06.22.05.05 Transfer of portion of Recreation Field Land to St Margaret’s Church** |
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| **06.22.05.06 Bund - Wildflower Planting** |
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| **06.22.05.07 Dog Issues in Village** |
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| **06.22.05.08 Police Report**  |
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| **06.22.06****FINANCE Accounts Reconciliation & Finance Reports** | **Lead Clerk/RFO** |
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| Copy documents sent electronically to all members in advance of the meeting. |
| **06.22.06.01**. **BANK RECONCILIATION** – April and May 2022 |
| For members approval. |
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| **06.22.06.02**. **RECONCILIATION STATEMENT** – April and May 2022 |
| For members approval and sign off. |
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| **06.22.06.03.** **RECORD OF PAYMENTS & RECEIPTS** – April and May 2022 |
| For members approval. |
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| **06.22.06.04.** **BUDGET REPORT YTD** – April and May 2022 |
| For members approval |
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| **06.22.06.05 MANDATES**For members to approve the New Primary User Mrs Michelle Rumble – Internet BankingFor members to remove/add new signatories to MandateFor members to approve the Parish Clerk Mrs Michelle Rumble as Secretary for the MandateAll to be signed in accordance with the existing Mandate rules (2 signatories) |
| **06.22.06.06 END OF YEAR ACCOUNTS**

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| **STEP 1** | The accounting statement [Section 2] has been prepared and signed by RFO  |
| **STEP 2** | **AT FULL COUNCIL MEETING** |
|  | **STEP 2.1** The Annual Internal Audit Report is received and noted | The Annual Internal Audit Report is received and noted  |
|  | **STEP 2.2** The Annual Governance Statement [Section 1] is approved |  |
|  | **STEP 2.3**The Accounting Statements [Section 2] are approved |  |
| **STEP 3** | The Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the accounting statements |  |
| **STEP 4** | The RFO sets the commencement date for the exercise of public rights |  |
| **STEP 5** | The authority sends to the external auditor.1. The Annual Internal Audit Report
2. The Annual Governance Statement
3. The Accounting Statement
4. An analysis of any significant variances year on year variance
5. A bank reconciliation as at 31 March 2022
6. Details of arrangements for the exercises of public rights: and
7. Any other information that the auditor has specifically requested.
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| **06.22.06.07 PAYMENTS FOR AUTHORISATION – JUNE MEETING** |
| 14.06.2022 | Staff Payroll [MR] | TBC |
| 14.06.2022 | Staff Expenses (MR) | TBC |
| 14.06.2022 | HMRC | TBC |
| 14.06.2022 | Rialtas | £480.00 |
| 14.06.2022 | Rialtas | £154.80 |

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| **06.22.07** **Parish Magazine** |
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| **06.22.08****Borough Councillor’s Report – Cllr Claudine Russell** |
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| **06.22.09** |
| **County Councillor’s Report – Cllr Lottie Parfitt-Reid** |
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| **06.22.10 Recreation Field**  |
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| **06.22.11 Flooding Update Lead DG** |
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| **06.22.12.****Date of Next Meeting**The next Full Council meeting will take place in The Orchard Room, St Margaret’s School 12th July at 7.00pm |
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**Prepared by | MICHELLE RUMBLE| Clerk to Collier Street Parish Council**