



## **AYLESHAM PARISH COUNCIL**

### **Notice of Meeting**

I hereby give you notice that a **MEETING of AYLESHAM PARISH COUNCIL will be held at Aylesham House, Dorman Avenue South, Aylesham, on Thursday 15<sup>th</sup> March, 2018 at 7pm.** Notice dated 12<sup>th</sup> March, 2018.

**M. Brannigan** Clerk of the Parish  
Council **Business to be transacted**

1. Those present
2. Apologies
3. Declaration of interests
4. Minutes of previous meeting and matters arising
5. Public representation notified to Clerk in advance of the meeting
6. DDC, County Cllr, District Cllr Reports
7. Correspondence (see details attached)
8. Planning applications (none received this month)
9. Grants (email with details sent to each Parish Council member in advance); set up date for meeting to discuss Grant Application Form
10. Finance & Accounts approval (see details attached)
11. Renewal of Insurance Policy
12. Aylesham Development (up-dates, if any, to include discussion of 'Welcome Pack')
13. Aylesham House (Clerks require new filing cabinet to store A4 files)
14. Aylesham Roses Tearoom and Thrift Shop
15. Skate-Park Development (up-date)
16. Date to be set for meeting with local interested organisations regarding 'Battle's Over – A Nation's tribute 11.11.18)
17. Committee Update
18. IT Support for Parish Council Office (up-date)

19. Next Meeting:
20. Items for Next Agenda
21. AOB

This notice must be left, or sent by post to the usual place of residence of every Member of the Council three days before the Meeting.

**Local residents are welcome to attend this meeting. Anyone wishing to speak on an item should contact the Clerk, Mary Brannigan, in advance of the meeting on 01304 840377 or at [ayleshamparishcouncil@btinternet.com](mailto:ayleshamparishcouncil@btinternet.com)**

7. Correspondence		
From	Outline	Action/ Resolution
06/03/18	<i>KALC encryption presentation at Lenham Community Centre 28<sup>th</sup> March 2018 1.30 p.m. finishing at 4pm</i>	
07/03/18	<i>Request from P. Holland regarding setting up food growing initiatives email sent to Aylesham4Aylesham</i>	

8. Planning Applications		
	Outline	Action/Resolution
	<i>None Received on 12.03.18 on date that agenda was prepared to be included</i>	

9. Grant Applications		
From	Outline	Action/Resolution
Kent Miners Festival	One day festival to be held on the August Bank Holiday at Betteshanger. The Grant Application is for marshals, first aid and a possible donation towards providing transport from Aylesham to	

	Betteshanger. The figure they're seeking is £600	
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10. FINANCE & ACCOUNTS (monthly reconciliations and accounts always available to view)	
Action Item	Resolution
a) The outlined expenditure requiring Parish Council approval	
Kent Office Solutions two invoices: 7/17921 for £141.11 printer toner for the Clerks' office. <i>Clerks are making enquiries to see if they can source cheaper toner cartridges</i>	

(b) Expenditure already approved at previous meetings			
Cheque No	Date payments made and to whom		January/ February 2018
003262	22.01.18	Assistant Clerk Expenses – Microsoft Office 2016	£ 54.00
003270	22.01.18	Parish Clerk - January Salary	£ 1033.83
003271	22.01.18	Assistant Clerk - January Salary	£ 734.28

003264	23.01.18	British Gas – Gas Bill September – December 2017	£ 283.22
003266	23.01.18	St Finbarr's Church – Grant Payment for Outdoor Lighting	£ 750.00
003265	25.01.18	AJL Garden Services August – December 2017	£ 1,524.40
003268	31.01.18	Kent Office Solutions – Two Invoices for Office Stationary	£ 37.86
003269	31.01.18	David J. Buckett – Parish Council Auditor	£ 394.80
003273	01.02.18	Austin Taylor Ltd – Parish Council Accountant –Additional accounting work	£ 228.00
003272	01.02.18	Austin Taylor Ltd – Parish Council Accountant – Cash Flow Forecast, VAT Report, Payroll & Accountancy System	£ 1,950.00
003267	06.02.18	A-Signs & Embroidery Ltd – Footpath Closed Signs for Market Square Memorial Works	£ 50.40
003263	07.02.18	One Call Electrical Services – Circuit Installation and Electrical Report for Market Square Christmas Tree	£ 168.00
003279	20.02.18	Action with Communities in Rural Kent – Annual Membership	£ 50.00
003277	20.02.18	Cleaner Expenses – Cleaning Equipment For Aylesham House	£ 58.61
S/O	28.12.17	Cleaner Salary Jan salary	£ 244.48
DD	01.02.18	B&CE Holdings Ltd – Employee Pension Contributions	£ 34.15
<b>TOTAL EXPENDITURE</b>			<b>£7,596.03</b>
<b>INCOME</b>			
Bank Giro Credit	26.01.18	Dover District Council – Skate Park Funding Contribution	£85,710.50

Bank Giro Credit	12.01.18	Refund from EDF Energy – Electricity	£ 2.83
<b>TOTAL INCOME</b>			<b>£ 85,713.33</b>

**Agenda for Parish Council Meeting 120318**