



SEAL PARISH COUNCIL

AGENDA

I give you notice that the Annual Meeting of Seal Parish Council will be held on Monday 12th May 2025 at 7.30 pm, at Seal Memorial Pavillion, Seal Recreation Ground, High Street, Seal TN15 0AF. members of the Seal Parish Council, are summoned to attend.

Members: Cllr Haslam Chairman, Cllr Bourne Vice- Chairman, Cllr Michaelides, Cllr Bulleid, Cllr Penn, Cllr Boorman, Cllr Ratcliffe, Cllr Talbot and Cllr Kay.

Signed – Kassia Estrada-Castillon
Clerk

5th May 2025

BUSINESS TO BE TRANSACTED

1. Election of the Chairman
2. Apologies for absence received.
3. Declaration of Changes to the register of interests.
4. Declarations of Pecuniary Interest or other Interests as defined by the LGA Code of Conduct and the Localism Act 2011 on any items on the agenda
5. Requests for dispensation
6. Election of the Vice Chairman
7. To approve the Co-option of Linda Fettes-Neame
8. To agree the minutes of the Full Council Meeting
To agree the minutes of the Full Council meeting held on 10th April 2025 the minutes will be taken as read then signed and initialled by the Chairman.

Public Forum (Minute book closed)

Chairman to adjourn the meeting and invite members of the public to make representations, answer questions or give evidence to any items listed on the agenda. This is a 'for information' session only and no action can be taken upon other items raised.

9. District and County Councillor Reports

Email: clerk@sealparish.gov.uk
Tel: 07312 123830

10. To Review and approve the Standing Orders.

11. To consider the Clerk's request for additional digital tools and equipment to support document handling, meeting administration, and the management of bookings.

12. To consider action regarding fly tipping at Seal Recreation Ground.

13. To agree updated hire charges for Seal War Memorial Pavillion.

Councillors to consider proposed changes to the hire charges and agree revised rates for implementation.

14. Finance

14.1 To approve the Payments Schedule for May

Chairman and another Councillor signatory to sign the schedule in conjunction with the invoices.

14.2 To Note the internal transfers for April

14.3 To note the bank reconciliation for April in conjunction with the Bank Statements.

Chairman and another Councillor signatory to sign and date the reports

14.4 To receive the payments and receipts report for April.

14.5 To note the Progress against the Budget Report.

14.6 To note the Clerk will act as ongoing Service Administrator for online bank payments.

14.7 To note the Councillors (2) authorising payments on behalf of the Council for online bank payments.

15. To agree the amendments to the Staffing Committee Terms of Reference.

16. To review and approve the Members of the Finance Committee (4)

The Chairman of the Council having ex-officio status.

17. To review and approve the Members of the Planning Committee (3-8)

The Chairman of the Council having ex-officio status.

18. To review and approve the Members of the Staffing Committee (6)

The Vice Chairman of the Council and the Finance Committee Chairman having ex-officio status.