SUMMONS

To All Members of the Parish Council, in accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend. Public Notice of the meeting has been given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public.

Staple Parish Council
Staple Village Hall
Wednesday 14th October 2026
7.30pm

AGENDA

1.	**Apologies** • To receive apologies for absence.
2.	**Minutes** • To approve the minutes of the Parish Council Meeting held on 9th September 2026 as an accurate record.
3.	**Declarations of Interest** • To receive Declarations of Interest on items on the agenda and amendments to the Register of Interests.

Meeting adjourned for Public Session. (Max 15 mins)

Opportunity for members of public to make representations, ask questions and give evidence in respect of the business on the agenda. A member of the public shall not speak for more than 4 minutes and should direct comments to the chairman. Only one person is permitted to speak at a time. If more than one person wishes to speak, the chairman of the meeting shall direct the order of speaking. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

5.	**Finance** • To consider cash balances and bank reconciliation • To approve the schedule of payments and receipts presented at the meeting • To receive a budget monitoring update and consider any matters requiring Council approval. • Internal Audit 2026/27 - To consider the reappointment of Deborah O'Brien, the Council's previous Internal Auditor, as Internal Auditor for the 2026/27 financial year, subject to confirmation of her availability; and, if received prior to the meeting, to consider and approve the associated audit fee and Letter of Engagement. • To consider and approve the Clerk's Salary, associated HMRC PAYE payment and expenses.
6.	**Staple Village Hall and Recreation Ground Committee – Grant Request** • To consider a request from Staple Village Hall and Recreation Ground Committee for a grant of £1,000 towards the upkeep of Staple Village Hall and minor repairs to the building, and to resolve whether to approve the request.

	Dover District Town and Parish Charter 2026 • To consider the final Dover District Town and Parish Charter 2026 and resolve whether Staple Parish Council agrees to the Charter. • To authorise the Clerk to notify Dover District Council of the Council's decision.
7.	**Review of Council Policies and Governance Documents** • To consider and adopt the ICO Model Publication Scheme and associated Guide to Information. • To review, consider and, where appropriate, approve or adopt other Council policies and governance documents presented to the meeting.
8.	**Clerks Report** • Scribe Accounts – To receive an update on the implementation and onboarding of Scribe Accounts following the Council's decision on 9th September 2026. • People's Emergency Briefing – Screening Request - To consider a request for Staple Parish Council to support and/or facilitate a community screening of the *People's Emergency Briefing* at Staple Village Hall and resolve any action to be taken.
9.	**Reports** • District Councillor • County Councillor • Village Hall and Recreation Grounds • Highways (SID and Speedwatch) • Footpaths • Planning • Kent Police
10.	**Items for Information / Future Agenda Items** • To receive items for information and identify matters for inclusion on a future agenda. No decisions will be taken under this item.
11.	**Date of next SPC meeting** • The next SPC meeting is scheduled for Wednesday 11th November 2026 at 7.30pm



Lucy Denny

Clerk to Staple Parish Council