



## PLEASE NOTE CHANGE OF VENUE

If you have any questions etc that you wish to ask regarding this meeting please contact the Clerk on 07376 287981 or email [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk) . Please let the Clerk know if you wish to attend the meeting.

### **BRIEFING FOR THE ANNUAL PARISH COUNCIL MEETING OF MARDEN PARISH COUNCIL ON 10<sup>TH</sup> MAY 2022 TO BE HELD AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM**

The Vice-Chairman, Cllr Andy Turner, will take the chair for the first item on the agenda. Following this item, the newly elected Chairman will take the chair for the remainder of the meeting.

#### **001/22 ELECTION OF CHAIRMAN**

The newly elected Chairman to sign the Declaration of Office of Chairman and witnessed by the Proper Officer.

#### **002/22 ELECTION OF VICE-CHAIRMAN**

#### **003/22 PRESENT**

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will be taking part in the meeting.

#### **004/22 APOLOGIES FOR ABSENCE**

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will not be taking part in the meeting.

#### **005/22 COUNCILLOR INFORMATION**

**Declaration of Interest**  
**Changes to Register of Interest**  
**Granting of Dispensation**

#### **006/22 MINUTES OF THE PREVIOUS MEETING**

Minutes of the Parish Council meeting held on 12<sup>th</sup> April 2022 to be agreed and signed as a true record.

#### **007/22 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

Members of the public to make themselves known to the meeting as to whether they wish to raise any issue under this item.

The meeting to be adjourned for the following items:

#### **PUBLIC FORUM**

Members of the public will be given the opportunity to raise any issue under this item.

## **EXTERNAL REPORTS**

**County Councillor Report**  
**Borough Councillors Report**  
**Police Report**  
**Community Warden Report**

The meeting to be reconvened to discuss item 008/22 onwards.

### **008/22 CLERK'S REPORT**

Report to be submitted to Cllrs prior to the meeting.

### **009/22 APPOINTMENT OF COMMITTEES/SUB-COMMITTEES**

#### **Committees**

Amenities

Finance

Planning

#### **Sub-Committees**

Cemetery

Human Resources

Open Spaces

Public Conveniences

### **010/22 APPOINTMENT OF SUB-GROUPS AND OUTSIDE BODIES**

#### **Sub-Groups**

Allotments

Byelaws

Communications

Emergency Planning

Newsletter

Play Scheme

Stilebridge

Sustainability & Bio-Diversity

Village Events

#### **Outside Bodies**

Community Engagement Forum

Making Marden Dementia Friendly

KALC Area Committee (Maidstone)

Marden CIO

Memorial Hall

Police Forum

Patient Participation Group

Public Transport & Highways

### **011/22 PARISH COUNCIL DOCUMENTS**

#### **Terms of Reference**

Council and Committee Terms of Reference to be agreed

#### **Parish Assets**

List of parish assets at 31<sup>st</sup> March 2022 to be agreed

#### **Policies**

##### Existing Policies

Social Media & Website Policy (new heading of Communications Policy) to be agreed

##### New Policy

Meeting Attendance Policy – to be discussed and adopted

**Delegated Powers**

Agreed at March Full Council – any amendments to be made following the new appointments at items 009/22 and 010/22

**Parish Council Insurance**

Marden PC is in the last year of the three-year term with Came & Company Insurance

**Dates of Parish Council Meetings for 2022/2023**

Proposed dates for Parish Council meetings in 2022/2023 previously circulated to Cllrs prior to the meeting.

**012/22 GENERAL POWER OF COMPETENCE**

To be minuted that MPC continues to meet the criteria of the General Power of Competence

**013/22 PARISH MATTERS****Reports from MBC and KCC****Police Update/Report from Police Forum**

Crime Figures

Other Police Issues

**Communication**

Newsletter

**Marden Flooding****Cemetery**

Exclusive Right of Burial Certificates

**Climate Change, Biodiversity and Carbon-Neutrality****Allotments**

Email received from Redrow

**Marden Neighbourhood Watch**

[Email received from a Marden Neighbourhood Watch resident re future of neighbourhood watch](#)

**Ukraine Refugees**

[Ukraine families are being housed within the parish. Can MPC help in any way?](#)

**Queen's Platinum Jubilee Celebrations**

[Update to be provided to Cllrs on 2<sup>nd</sup> and 4<sup>th</sup> June celebrations.](#)

**014/22 COMMITTEE REPORTS****Amenities Committee**

Draft Minutes of the Amenities Committee meeting held on 26<sup>th</sup> April 2022 had been previously circulated and available on the Parish Council website.

**Planning Committee**

Draft Minutes of Planning Committee meetings held on 19<sup>th</sup> April and 3<sup>rd</sup> May 2022 had been previously circulated and available on the Parish Council website.

**Finance Committee**

Draft Minutes of Finance Committee meeting held on 3<sup>rd</sup> May 2022 had been previously circulated and available on the Parish Council website.

**Conferences/Meetings/Webinars attended**

Memorial Hall AGM – 13<sup>th</sup> April

Site meetings (Cemetery and Southons Field) – 22<sup>nd</sup> April

Site meetings (Toilets and Playing Field) – 23<sup>rd</sup> April

Communications Sub-Group – 25<sup>th</sup> April

PROW Meeting – 26<sup>th</sup> April – to be discussed under item 017/22 Highways

MBC Ward Cluster Meeting – 26<sup>th</sup> April

Meet the Clerks – 28<sup>th</sup> April

Village Events Sub-Group – 29<sup>th</sup> April

Borough Council Elections – 5<sup>th</sup> May

Marden Neighbourhood Plan Open Day – 7<sup>th</sup> May

MBC Sports & Leisure Consultation – 9<sup>th</sup> May

### **Conferences/Meetings/Webinars/Events forthcoming**

Meet the Clerks – 26<sup>th</sup> May

KALC Training & Bitesize Webinars – list previously circulated to Cllrs

## **015/22 CORRESPONDENCE**

## **016/22 FINANCE**

### **(A) Bank Statements:**

The Clerk to provide details at the meeting.

### **(B) Accounts 2021/2022**

#### **(B(i)) Statement of Internal Control**

Cllrs to agree statement

#### **(B(ii)) Internal Auditor Report**

End of Year Final Report received from the Internal Auditor and circulated to Cllrs prior to the meeting.

#### **(B(iii)) Balance Sheet 31<sup>st</sup> March 2022**

End of year balance sheet of monies held at 31<sup>st</sup> March 2022. Document to be signed by Chairman and Clerk/Responsible Financial Officer (RFO).

#### **(B(iv)) Annual Governance and Accountability Return (AGAR) 2021/2022**

##### **(B(iv)(a)) Section 1 – Annual Government Statement 2022/2023**

The Clerk to read out the following statements to Cllrs:

- (1) We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements;
- (2) We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness;
- (3) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances;
- (4) We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations;
- (5) We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required;
- (6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems;
- (7) We took appropriate action on all matters raised in reports from internal and external audits;
- (8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements;
- (9) Trust funds including charitable. In our capacity as the sole management trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. *Not appropriate to Marden PC as not a sole managing trustee of a local trust(s).*

The Chairman and Clerk (RFO) to sign and record minute number.

##### **(B(iv)(b)) Section 2 – Accounting Statements 2021/2022**

The Clerk had completed Section 2 with figures from 2020/2021 and 2021/2022 accounts and circulated to Cllrs (also discussed at Finance Committee meeting). Cllrs to confirm statements and the Chairman and Clerk (RFO) to sign and record minute number.

### **(C) Other Papers for External Auditor**

The Clerk explained that several other documents were required to be sent to the External Auditor along with the AGAR which included bank reconciliations, statement of variance, Intermediate Council additional information; and contact details which would need

completing following election of new Chairman. The notification of Exercise of Public Rights had been completed and would be placed on notice boards and the website.

**(D) Donation Request**

Request received from Paddock Wood Community Advice Centre

**(E) Payments for Approval**

Electronic Payments

Invoices due to payment to be submitted to the meeting.

**017/22 HIGHWAYS AND PUBLIC TRANSPORT**

**Highways**

Highways Improvement Plan


Fingerpost Signs

Public Rights of Way

Meeting held with the PROW Officer on 26<sup>th</sup> April 2022

Other Highways Issues

**Public Transport**



Alison Hooker (Mrs)

Clerk to Marden Parish Council

Tuesday 3<sup>rd</sup> May 2022

Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981

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Local electors and the press are entitled to listen to Parish Council Meetings but not to take part. An opportunity to speak will be given at the beginning of Council Business.