



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 NOTE FOR THE ANNUAL PARISH COUNCIL MEETING OF MARDEN  
PARISH COUNCIL ON 9<sup>TH</sup> MAY 2023 TO BE HELD AT THE ALLENS, ALBION  
ROAD, MARDEN COMMENCING AT 7.30PM**

The current 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.

**001/23 ELECTION OF CHAIRMAN**

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

*This to be signed before the meeting is continued.*

*The new Chairman will then take the chair for the remainder of the meeting.*

**002/23 ELECTION OF VICE-CHAIRMAN**

*Vice-Chairman is not required to sign a declaration form*

**003/23 PRESENT**

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

**004/23 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.

**005/23 COUNCILLOR INFORMATION**

**Declaration of Interest**

**Changes to Register of Interest**

**Granting of Dispensation**

**006/23 MINUTES OF THE PREVIOUS MEETING**

Minutes of the Parish Council meeting held on 11<sup>th</sup> April 2023 to be agreed and signed as a true record.

[attachments.asp \(mardenkent-pc.gov.uk\)](https://mardenkent-pc.gov.uk/attachments.asp)

**007/23 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.

### **008/23 CLERK'S REPORT**

Report to be submitted to Cllrs prior to the meeting.

### **009/23 APPOINTMENT OF COMMITTEES/SUB-COMMITTEES**

Cllrs to be appointed to the following Committees and Sub-Committees

#### **Committees**

Amenities

Finance

Planning

#### **Sub-Committees**

Cemetery

Human Resources

Open Spaces

Public Conveniences (to be discussed as to whether this is incorporated into Amenities Committee)

### **010/23 APPOINTMENT OF SUB-GROUPS AND OUTSIDE BODIES**

Cllrs to be appointed to the following Sub-Groups and Outside Bodies

#### **Sub-Groups**

Allotments

Byelaws

Communications

Emergency Planning

Environment

Newsletter (now combined with Communications)

Play Scheme

Stilebridge

Village Events

#### **Outside Bodies**

Community Engagement Forum

Making Marden Dementia Friendly

KALC Area Committee (Maidstone)

Maidstone Borough Council Cluster Group

Marden CIO

Memorial Hall

Patient Participation Group

Public Transport & Highways

### **011/23 PARISH COUNCIL DOCUMENTS**

[Documents circulated to Cllrs prior to the meeting. Once agreed these will be uploaded to MPC's website.](#)

#### **Terms of Reference**

Council and Committee Terms of Reference to be agreed

#### **Parish Assets**

List of parish assets at 31<sup>st</sup> March 2023 to be agreed

**Policies**Existing & New Policies to be adopted

Cllrs to accept the amendments made to the new Internal Financial Control Policy.

Cllrs to accept and adopt the policies from Finance Committee and HR Sub-Committee.

**Risk Assessments**Existing & New Risk Assessments to be agreed

Cllrs to accept and adopt the amended to the Council's risk assessments.

**Parish Council Insurance**

Quote received for MPC Insurance

**Dates of Parish Council Meetings for 2023/2024**

Proposed dates for Parish Council meetings in 2023/2024 previously circulated to Cllrs prior to the meeting.

**012/23 GENERAL POWER OF COMPETENCE**

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

**013/23 PARISH MATTERS****Reports from MBC and KCC****Police Update/Report from Police Forum**Crime FiguresOther Police Issues**Communication**Newsletter**Marden Flooding****Cemetery**Exclusive Right of Burial Certificates**Allotments****Appointment of Administrative Assistant****014/23 COMMITTEE REPORTS****Amenities Committee**

No Amenities Committee meeting was held in April.

**Planning Committee**

Draft Minutes of Planning Committee meetings held on 18<sup>th</sup> April and 2<sup>nd</sup> May 2023 had been previously circulated and available on the Parish Council website.

[Planning Committee Minutes/Agenda - Marden Parish Council - Marden Parish Council.](#)

[Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#)

**Finance Committee**

Draft Minutes of Finance Committee meeting held on 2<sup>nd</sup> May 2023 had been previously circulated and available on the Parish Council website.

[Finance Committee Minutes/Agendas - Marden Parish Council - Marden Parish Council.](#)

[Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#)

**Conferences/Meetings/Webinars attended**

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

Amenities Site Meetings 14<sup>th</sup> and 15<sup>th</sup> April

Communication Sub-Group Meeting – 17<sup>th</sup> April

Village Events Sub-Group Meeting – 17<sup>th</sup> April

Environment Sub-Group Meeting – 18<sup>th</sup> April

Migration of new IT system and training – 19<sup>th</sup> and 20<sup>th</sup> April; 2<sup>nd</sup> May

Community Forum – 27<sup>th</sup> April

Coronation Event – 8<sup>th</sup> May

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

Marden Neighbourhood Plan – 3<sup>rd</sup> June

**015/23 CORRESPONDENCE****Rural England Prosperity Fund**

Application details received from MBC – closing date 21<sup>st</sup> May 2023

**Marden Parish Church Magazine****016/23 FINANCE**

*Documents circulated to Cllrs prior to the meeting where appropriate.*

**(A) Bank Statements and Bank Reconciliations:**

The Clerk to provide details at the meeting.

**(B) Accounts 2022/2023****(B(i)) Statement of Internal Control**

Cllrs to agree statement previously circulated to Cllrs.

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

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

**(B(iii)) Bank Reconciliation 31<sup>st</sup> March 2023**

End of year bank reconciliation held at 31<sup>st</sup> March 2023. Document to be signed by Chairman and Clerk/Responsible Financial Officer (RFO).

**(B(iv)) Annual Governance and Accountability Return (AGAR) 2022/2023****(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 2022/2023**

The Clerk had completed Section 2 with figures from 2021/2022 and 2022/2023 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**AGAR documentation:

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 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.

Internal Auditor certificate


Internal Auditor had submitted his year end AGAR certificate.

**(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.

**017/23 HIGHWAYS AND PUBLIC TRANSPORT****Highways**Highways Improvement PlanFingerpost SignsOther Highways Issues**Public Transport**


Alison Hooker (Mrs)

Clerk to Marden Parish Council

Tuesday 2<sup>nd</sup> May 2023

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.