

# BORDEN PARISH COUNCIL



All members of Borden Parish Council are summonsed to attend the  
**FULL ANNUAL PARISH COUNCIL MEETING OF BORDEN PARISH COUNCIL**  
to be held on Thursday 18<sup>th</sup> May 2023 at the Borden Sports Pavilion, Wises Lane at 7pm.

*Teresa Millum*

Teresa Millum, Parish Clerk    clerk@bordenparishcouncil.gov.uk    12<sup>th</sup> May 2023

## AGENDA FOR BORDEN ANNUAL PARISH COUNCIL MEETING

14. ALL COUNCILLORS TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE FORM
15. TO ELECT A CHAIRMAN
16. TO RECEIVE DELIVERY OF ACCEPTANCE OF OFFICE OF CHAIRMAN
17. TO ELECT VICE CHAIRMAN
18. APOLOGIES FOR ABSENCE:
19. COUNCILLORS TO UPDATE THE REGISTER OF PECUNIARY INTERESTS
20. TO REVIEW THE STRUCTURE AND REMIT FOR ADOPTION OF THE CURRENT TERMS OF REFERENCE FOR COMMITTEES, ADVISORY COMMITTEE'S, AND OTHER GROUPS (attachment 1)
  - a. Highways Improvement Project (Advisory Committee)
  - b. Nature Reserve Working Group (Advisory Committee)
  - c. Finance (Advisory Committee)
  - d. Wises Lane Monitoring & Liaison Group
  - e. Jubilee Working Group
  - f. Neighbourhood Plan Steering Group
  - g. Golden Orb Working Group (Advisory Committee) - NEW
21. TO REVIEW THE STRUCTURE AND REMIT OF EXISTING COMMITTEES, ADVISORY COMMITTEE'S, AND OTHER GROUPS AND APPOINT MEMBERS
  - a. Highways Improvement Project (Advisory Committee)  
*Current members: Cllr Fassenfelt, Cllr Bolas; Cllr Downes; Cllr Baldock; Cllr Sims.*
  - b. Nature Reserve Working Group (Advisory Committee)  
*Current members: Cllr Bolas; Cllr Baldock; Cllr Butlin; Cllr Emery.*
  - c. Finance (Advisory Committee)  
*Current members: Cllr Bolas; Cllr Sims; Cllr Downes; Cllr Cole, Cllr Evans, Cllr Fassenfelt.*
  - d. Wises Lane Monitoring & Liaison Group  
*Current members: Cllr Fassenfelt, Cllr Butlin; Cllr Evans, Cllr Jemmett and Cllr Cole.*
  - e. Neighbourhood Plan Steering Group  
*Current members: Cllr Butlin, Cllr Fassenfelt and Cllr Cole.*
  - f. Golden Orb Working Group (Advisory Committee)  
*Current members: Cllr Sims; Cllr Jemmett; Cllr Harrison; Cllr Butlin; Cllr Fassenfelt.*
22. TO APPOINT ANY NEW COMMITTEES REQUIRED
23. TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES

# BORDEN PARISH COUNCIL

- a. Borden Parish Hall Committee  
*Current representatives: Cllr Hepburn, Cllr Bolas.*
- b. Borden Sports Association  
*Current representative: Cllr Sims.*
- c. Borden Heritage Group  
*Current representative: Cllr Hepburn.*
- d. KALC Area Committee  
*Current representative: Cllr Baldock*
- e. Western Swale Area Committee  
*Current representative: Cllr Butlin*
- f. To agree and appoint a Councillor as the Rugby Club representative.

**24. TO REVIEW AND ADOPT STANDING ORDERS** (attachment 2)

**25. TO REVIEW AN ADOPT FINANCIAL REGULATIONS** (attachment 3)

**26. TO REVIEW INVENTORY OF LAND AND ASSETS** (attachment 4)

**27. TO CONFIRM INSURANCE ARRANGEMENTS** (attachment 5)

**28. TO REVIEW SUBSCRIPTIONS for:**

- a. Kent Association of Local Councils - £1011.12 inc VAT to be paid in May 23.
- b. The Society for Local Council Clerks - £187.00 due to be paid in June 23.
- c. Adobe PDF converter - £21.14 due to be paid in July 23.

**29. TO REVIEW THE COUNCIL'S CODE OF CONDUCT** (attachment 6)

**30. TO REVIEW THE COUNCIL'S EMPLOYEE HANDBOOK** (attachment 7)

**31. TO REVIEW THE COUNCIL'S POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER THE FREEDOM OF INFORMATION ACT AND DATA PROTECTION LEGISLATION:**

- a) Data Protection (attachment 8)
- i. Councillors to complete and sign GDPR Protection Awareness checklist for Councillors (attachment 9)
- b) Model Publication Scheme (attachment 10)
- c) Privacy Notice (attachment 11)

**32. TO REVIEW THE FOLLOWING COUNCIL'S POLICIES**

- a. Press and Media policy (attachment 12)
- b. Social Media policy (attachment 13)
- c. Complaints Policy (attachment 14)
- d. Sponsorship policy (attachment 15)
- e. Grant awarding policy (attachment 16)

**33. TO REVIEW THE COUNCIL'S EXPENDITURE INCURRED UNDER S.137 OF THE LOCAL GOVERNMENT ACT 1972**

<b>Grant Allocations - S137</b>	<b>£</b>
Sittingbourne Xmas Lights	250.00
<b>Section 137 - Other</b>	
Poppy Wreath	50.00

**34. TO DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS UP TO AN INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL**