

BORDEN PARISH COUNCIL



MINUTES OF THE ANNUAL PARISH COUNCIL MEETING 16TH MAY 2024

The meeting started at 19:18

18. TO ELECT A CHAIRMAN

Cllr Bolas was nominated by Cllr Baldock and seconded by Cllr Sims.
It was **RESOLVED** to elect Cllr Bolas as Chairman.

19. TO RECEIVE DELIVERY OF ACCEPTANCE OF OFFICE OF CHAIRMAN

Cllr Bolas duly signed the Chairman's acceptance of office.

20. TO ELECT VICE-CHAIRMAN

Cllr Butlin was nominated by Cllr Sims and seconded by Cllr Baldock.
It was **RESOLVED** to elect Cllr Butlin as Vice Chair.

21. APOLOGIES FOR ABSENCE: Cllr Thorne, Cllr Ansley, Borough Cllr Cavanagh

In attendance: Cllr Bolas, Cllr Butlin, Cllr Baldock, Cllr Harrison, Cllr Hepburn, Cllr Ingram, Cllr Jemmett, Cllr Steadman, Cllr Sims, Cllr Tumber.

22. TO REVIEW AND ADOPT STANDING ORDERS

It was **RESOLVED** to adopt the current Standing Orders.

23. TO REVIEW AND ADOPT THE TERMS OF REFERENCES (ToR's) FOR COMMITTEES, AND WORKING GROUPS

There was a discussion regarding the rights of the public to attend committee meetings. The Clerk advised that committee meetings have the same requirements as normal Parish Council meetings to be open to the public (s.100 (2) of the 1972 Act), but the public may be excluded for confidential matters.

It was proposed that all committee meetings be open to the public unless their presence is prejudicial to the public interest because of the confidential nature of the business to be transacted or for other special reasons. There was not a seconder so the proposal was not carried.

- a. Highways Improvement Project (Advisory Committee)
It was **RESOLVED** that the current Highways Improvement Committee's ToR would be adopted.
- b. Nature Reserve Working Group (Advisory Committee)
It was proposed to remove the advisory committee from the title and agree to the ToR.
It was **RESOLVED** that the current Nature Reserve Working Group's ToR would be adopted, with the (Advisory Committee) removed from the title.
- c. Finance (Advisory Committee)
It was proposed to hold the meetings in public.
It was **RESOLVED** that the current Finance Committee's ToR would be adopted with the amendments to allow public attendance.
- d. Wises Lane Monitoring & Liaison Group
The ToR has been updated as per April minute item 11ai with the amendment to ToR item 4.
It was **RESOLVED** that the current Wises Lane Monitoring & Liaison Group's ToR would be adopted, with the amendment under item 4.

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- e. Neighbourhood Plan Steering Group
It was **RESOLVED** that the current Neighbourhood Plan Steering Group's ToR would be adopted.
- f. D-Day 80 Working Group
It was **RESOLVED** that the current D-Day 80 Working Group's ToR would be adopted.
- g. New Build Playstool Public Convenience Committee
It was **RESOLVED** that the current New Build Playstool Public Convenience Committee ToR would be adopted.
- h. New Build Playstool Public Convenience Sub-Committee
It was **RESOLVED** that the current New Build Playstool Public Convenience Sub-Committee ToR would be adopted.
- i. Designated Nature Reserve Working Group
It was **RESOLVED** that the current Designated Nature Reserve Working Group's ToR would be adopted.

24. THE CREATION, ABOLITION OR ALTERATION OF COMMITTEES AND WORKING GROUPS

There was a discussion about the Wises Lane Monitoring & Liaison group's purpose and it was proposed that the group be given a further 6 months and then reviewed. There was not a seconder so the motion was not carried.

25. TO APPOINT MEMBERS OF COMMITTEES AND WORKING GROUPS

- a. Highways Improvement Project (Advisory Committee)
Current members: Cllr Bolas; Cllr Baldock; Cllr Sims; Cllr Tumber
It was **RESOLVED** to keep the current members in place.
- b. Nature Reserve Working Group
Current members: Cllr Bolas; Cllr Baldock; Cllr Butlin
It was **RESOLVED** to keep the current members in place but invite new members at a future meeting.
- c. Finance (Advisory Committee)
Current members: Cllr Bolas; Cllr Sims; Cllr Butlin; Cllr Ingram
It was **RESOLVED** to keep the current members in place.
- d. Wises Lane Monitoring & Liaison Group
Current members: Cllr Jemmett; Cllr Butlin; Cllr Steadman; Cllr Ingram
It was **RESOLVED** to keep the current members in place.
- e. Neighbourhood Plan Steering Group
Current members: Cllr Butlin, Cllr Steadman
It was **RESOLVED** to keep the current members in place.
- f. D-Day 80 Working Group
Current members: Cllr Jemmett; Cllr Sims; Cllr Harrison
It was **RESOLVED** to keep the current members in place
- g. New Build Playstool Public Convenience Committee
Current members: Cllr Sims; Cllr Bolas; Cllr Butlin; Cllr Tumber; Nigel Sands (non-Cllr)
It was **RESOLVED** to keep the current members in place.
- h. New Build Playstool Public Convenience Sub-Committee
As a sub-committee, this would be decided by the primary committee.
- i. Nature Reserve Designation Sub-Committee
Current members: Cllr Bolas; Cllr Baldock; Cllr Butlin

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It was proposed to defer the reference of the sub-committee to the Nature Reserve Working Group.

It was **RESOLVED** to keep the current members in place as a sub-committee of the Nature Reserve Working Group

26. TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES

- a. Borden Parish Hall Committee

It was **RESOLVED** to keep Cllr Bolas in place as the representative.

- b. Borden Sports Association

It was **RESOLVED** to keep Cllr Sims in place as the representative.

- c. Borden Heritage Group

A Parish Council representative is not required for the Heritage Group.

- d. KALC Area Committee

Cllr Ingram volunteered.

It was **RESOLVED** that Cllr Ingram would be the Parish Council representative.

- e. Western Swale Area Committee

It was **RESOLVED** to keep Cllr Butlin in place as the representative.

- f. Rugby Club representative – Community hub.

Cllr Butlin nominated Cllr Tumber to the Rugby Club Management Committee.

It was **RESOLVED** to appoint Cllr Tumber as the Community hub representative.

27. FINANCE

- a. To review and adopt the Financial Regulations

It was **RESOLVED** to agree to the current Financial Regulations but noted that NALC has a recently updated version. When the NALC updated version has been reviewed they will be brought to a future meeting to agree and adopt.

- b. To review and agree to the Financial Risk Register

It was **RESOLVED** to agree to the Financial Risk Register, which has been reviewed and updated by the Finance Committee at their meeting on 9th May 2024.

- c. To review and agree to the inventory of Land and Assets

It was **RESOLVED** to agree to the Asset register.

- d. To review and confirm Insurance arrangements.

It was **RESOLVED** to agree and to confirm the Insurance arrangements.

28. TO REVIEW AND AGREE THE STATEMENT OF INTERNAL CONTROL (*to be signed by Chair & RFO*)

It was **RESOLVED** to agree to the Statement of Internal Control for 2023/2024, duly signed by the Chair & RFO.

29. TO REVIEW SUBSCRIPTIONS:

- a. Kent Association of Local Councils (KALC)

This was last paid in April 2024 for £885.62 net.

It was **RESOLVED** to agree to continue with the KALC subscription.

- b. The Society for Local Council Clerks (SLCC)

It was **RESOLVED** to agree to continue with the SLCC subscription which was last paid by card in May 2024 for £183.00.

30. TO REVIEW AND ADOPT THE COUNCIL'S CODE OF CONDUCT

It was **RESOLVED** to agree and adopt the Council's Code of Conduct

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31. TO REVIEW AND ADOPT THE COUNCIL'S EMPLOYEE HANDBOOK

It was **RESOLVED** to agree and adopt the Council's Employee Handbook.

32. 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

It was **RESOLVED** to agree to the Data Protection Policy.

b. Model Publication Scheme

It was **RESOLVED** to agree to the Model Publication Scheme Policy.

c. Privacy Notice

It was **RESOLVED** to agree to the Privacy Notice Policy.

33. COMPLAINTS

a. To review and adopt the Council's Complaints policy

It was **RESOLVED** to agree to the Complaints Policy.

b. To review and adopt the Council's Vexatious Complaints Policy (*new*)

It was **RESOLVED** to agree to adopt the new Vexatious Complaints Policy.

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

Grant Allocations - S137	£
Poppy wreath	35.42

It was **RESOLVED** to agree to the expenditure incurred under S.137 of the LGA 1972

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

It was **RESOLVED** to agree to the ordinary meetings of the Parish Council to be held on the 3rd Thursday of every month, at the Pavilion, Wises Lane, from 7 pm, unless otherwise updated on the Parish Council website at www.bordenparishcouncil.gov.uk

The next Annual Meeting of the Council will be in May 2025 on a date to be confirmed.

The meeting ended at 20:21

Minutes agreed and signed by:



Chair

Date *20.6.24*