

# BORDEN PARISH COUNCIL



## MINUTES ANNUAL PARISH COUNCIL MEETING 18<sup>TH</sup> MAY 2023

### **14. ALL COUNCILLORS TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE FORM**

All Councillors in attendance signed their Declaration of Acceptance of Office Forms.

It was **RESOLVED** that as per 1972 LGA – 83 (4), the Parish Council has agreed an extension up until the start of the June 15<sup>th</sup> Council meeting for Cllr Baldock and Cllr Broughton, who were not in attendance, to sign their Declaration of Acceptance of Office form. The 1972 LGA – 83 (4) states that 'if he fails to do so his office shall thereupon become vacant'.

### **15. TO ELECT A CHAIRMAN**

Councillor Sims stepped down as Chairman and a nomination was requested for a new Chairman.

Cllr Bolas stepped forward to be nominated as interim Chair.

Councillor Jeremy Bolas was nominated as by:

Nomination 1 -Cllr Sims

Nomination 2 - Cllr Butlin

It was **RESOLVED** unanimously to appoint Cllr Bolas to the position of **interim** Chairman.

### **16. TO RECEIVE DELIVERY OF ACCEPTANCE OF OFFICE OF CHAIRMAN**

The Declaration of Acceptance of Office of Chairman was duly signed by Councillor Bolas and the RFO.

### **17. TO ELECT VICE CHAIRMAN**

A nomination was requested for a new Vice Chairman

There were no nominations made for Vice Chair at this time, so the position remains vacant.

### **18. APOLOGIES FOR ABSENCE:** Cllr Broughton and Cllr Baldock sent apologies.

It was **RESOLVED** to approve the apologies received above.

**In attendance:** Cllr Bolas, Cllr Butlin, Cllr Cole, Cllr Evans, Cllr Hepburn, Cllr Jemmett, Cllr Sims.

### **19. COUNCILLORS TO UPATE THE REGISTER OF PECUNIARY INTERESTS**

Cllrs in attendance completed their Register of Disclosable Pecuniary Interests and other Registerable Interests. The Clerk will share with the Elections Officer at Swale and retain a copy.

### **20. TO REVIEW THE STRUCTURE AND REMIT FOR ADOPTION OF THE CURRENT TERMS OF REFERENCE (ToR's) FOR COMMITTEES, ADVISORY COMMITTEE'S, AND OTHER GROUPS**

The Clerk advised that as per 1972 LGA sections 101 – 106, working parties should only be used for consideration of specific projects or schemes, not for the usual business of the local council.

The Clerk asked that the Council considers this when reviewing the structure and remit of the ToR's, and re-categorised where appropriate as committees, with the same meeting rules as the Parish Council.

The Clerk also suggested that the wording for membership of the groups would read better as 'no fewer than' rather than 'up to', to ensure for committee's that they are quorate.

After a discussion the Chair proposed that prior to agreeing the below Terms of References (ToR's) that all Cllrs review fully their own groups TOR's and memberships & report back at a future meeting to consider which groups falls under 'the usual business of the Council', and a change to the current remit and structure is required.

It was **RESOLVED** to agree the above proposal that prior to agreeing the current Terms of References (items a-e below), that Cllrs would review the groups which they are members of, consider if they fall under 'the usual business of the Council', and come back to a future meeting of the Parish Council, the date of which will be confirmed by the Chair, with recommendations for consideration, of the structure and remit of the current groups going forward. This excludes the Golden Orb & Jubilee working groups which were agreed to be disbanded as the projects were now completed.

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- a. Highways Improvement Project (Advisory Committee)
- b. Nature Reserve Working Group (Advisory Committee)
- c. Finance (Advisory Committee) – New version shared prior to meeting.
- d. Wisers Lane Monitoring & Liaison Group
- e. Neighbourhood Plan Steering Group
- f. Jubilee Working Group.

It was **RESOLVED** to dissolve the Jubilee Working Group as the project has been completed.

- g. Golden Orb Working Group (Advisory Committee) – NEW

It was **RESOLVED** to dissolve the Golden Orb Working Group as the project has been completed.

There were no further Terms of Reference to be added.

## 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).

Terms of Reference state up to 4 Cllrs.

It was **RESOLVED** to keep the remaining members in place as follows: Cllr Bolas, Cllr Baldock (in his absence) and Cllr Sims.

- b. Nature Reserve Working Group (Advisory Committee).

Terms of Reference state 2 Parish Cllrs and up to 10 in total including non-Cllrs.

It was **RESOLVED** to keep the remaining members in place as follows: Cllr Bolas, Cllr Baldock and Cllr Butlin.

- c. Finance (Advisory Committee).

The new version of the Terms of Reference state no fewer than 4 Cllrs.

It was **RESOLVED** to keep the remaining members in place as follows: Cllr Bolas, Cllr Sims, Cllr Cole and Cllr Evans.

- d. Wisers Lane Monitoring & Liaison Group.

Terms of Reference state up to 5 Councillors.

It was **RESOLVED** to keep the remaining members in place as follows: Cllr Butlin, Cllr Evans, Cllr Jemmett and Cllr Cole.

- e. Neighbourhood Plan Steering Group.

Terms of Reference state a minimum of 2 Councillors with a max of 8 residents.

It was **RESOLVED** to keep the remaining members in place as follows: Cllr Butlin and Cllr Cole.

- f. Golden Orb Working Group (Advisory Committee).

It was **RESOLVED** to disband the Golden Orb Working Group as the project has now been completed.

## 22. TO APPOINT ANY NEW COMMITTEES REQUIRED

There were no new committees.

## 23. TO APPOINT REPRESENTATIVES TO EXTERNAL BODIES

- a. Borden Parish Hall Committee

It was **RESOLVED** to keep Cllr Hepburn and Cllr Bolas in place.

- b. Borden Sports Association

It was **RESOLVED** to keep Cllr Sims in place.

- c. Borden Heritage Group

It was **RESOLVED** to keep Cllr Hepburn in place.

- d. KALC Area Committee

It was **RESOLVED** to keep Cllr Baldock (in his absence) in place.

- e. Western Swale Area Committee

It was **RESOLVED** to keep Cllr Butlin in place.

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Section 106

f. To agree and appoint a Councillor as the Rugby Club representative. As per 106 requirements. It was **RESOLVED** to appoint Cllr Cole to this position.

## 24. TO REVIEW AND ADOPT STANDING ORDERS

It was **RESOLVED** to adopt the current Standing Orders, with one change to the length of the meeting times which was extended from 2.5 to 3 hours.

## 25. TO REVIEW AN ADOPT FINANCIAL REGULATIONS

It was **RESOLVED** to adopt the current Financial Regulations with one change to point 11.8 where the RFO shall get 3 quotes for purchases less than £5000, and 3 estimates where the value is below £1000.00, this was changed from £250.00.

## 26. TO REVIEW INVENTORY OF LAND AND ASSETS

It was **RESOLVED** to agree the updated asset register, with the amendments made which include the value of the Parish Hall now at zero as per the practitioner's guide as the Parish Council are Custodial Trustees.

## 27. TO CONFIRM INSURANCE ARRANGEMENTS

It was **RESOLVED** to approve the insurance arrangements.

## 28. TO REVIEW SUBSCRIPTIONS for:

- a. Kent Association of Local Councils - £1011.12 inc VAT to be paid in May 23.  
It was **RESOLVED** to continue with the subscription to KALC.
- b. The Society for Local Council Clerks - £187.00 due to be paid in June 23 for renewal from 1<sup>st</sup> July.  
It was **RESOLVED** to continue with the SLCC subscription.
- c. Adobe PDF converter - £21.14 due to be paid in July 23.  
It was **RESOLVED** to continue with the Adobe subscription for PDF conversions.

## 29. TO REVIEW THE COUNCIL'S CODE OF CONDUCT

It was **RESOLVED** to approve the Code of Conduct.

## 30. TO REVIEW THE COUNCIL'S EMPLOYEE HANDBOOK

It was **RESOLVED** to approve the employee handbook.

## 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  
It was **RESOLVED** to approve the Data Protection policy.
- i. Councillors to complete and sign GDPR Protection Awareness checklist for Councillors.  
Councillors in attendance completed the GDPR checklist for retention by the Clerk.
- b) Model Publication Scheme.  
It was **RESOLVED** to approve the Model Publication Scheme policy, with one amendment to update to the current Clerks name.
- c) Privacy Notice.  
It was **RESOLVED** to approve the Privacy Notice. Change email address.

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

- a. Press and Media policy.  
Clerk reminded Councillors that all Formal requests for comment, regarding Council policy on any matter should be directed to the Clerk in the first instance.  
It was **RESOLVED** to approve the Press and Media policy.
- b. Social Media policy.  
The Clerk reminded Councillors that all Council communications must go through the Clerk for initial publication on the Councils own website and Facebook page.  
It was **RESOLVED** to approve the Social Media policy.

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- c. Complaints Policy.  
It was **RESOLVED** to approve the Complaints policy.
- d. Sponsorship policy.  
It was **RESOLVED** to approve the Sponsorship policy.
- e. Grant awarding policy.  
It was **RESOLVED** to approve the Grant Awarding policy.

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

The following expenditure was reviewed and approved.

<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.

It was **RESOLVED** that the monthly Parish Council meetings would continue to be every 3<sup>rd</sup> Thursday of the month, at the Pavilion on Wises Lane. Any deviations in date, time or location will be published on the Parish Council website. The Annual meeting will commence prior to monthly meeting in May.

Meeting ended at 20:10

**Minutes agreed and signed by:**

Name: Robert P. Byles

Signature: 

Position: Chair