MINUTES of the ANNUAL PARISH COUNCIL MEETING held on 21ST MAY 2026

15. TO ELECT A CHAIR

The Chair called for nominations for the position of Chair.
Cllr Bolas was nominated by Cllr Harrison and seconded by Cllr Butlin
It was **RESOLVED** that Cllr Jeremy Bolas be re-elected as the Chair for Borden Parish Council.

16. TO RECEIVE DELIVERY OF ACCEPTANCE OF THE OFFICE OF THE CHAIR

Following his election as Chair of the Parish Council for the upcoming year, Cllr Bolas signed the Declaration of Acceptance of Office in the presence of the Proper Officer and assumed the role immediately

17. TO ELECT VICE CHAIRMAN

The Chair called for nominations for the position of Vice Chair.
Cllr Nicola Butlin was nominated by Cllr Tumber and seconded by Cllr Harrison
Cllr Butlin accepted the office of Vice Chair
It was **RESOLVED** to re-elect Cllr Butlin to the position of Vice Chair.

18. APOLOGIES FOR ABSENCE: Cllr Palmer and Cllr Smith.

It was **RESOLVED** to accept the above-noted apologies for absence.

In attendance: Cllrs Bolas, Butlin, Baldock, Harrison, Hepburn, Jemmett, Small, Tumber and Wallace

19. TO REVIEW AND ADOPT THE TERMS OF REFERENCE (ToR) FOR COMMITTEES AND WORKING GROUPS

a. Highways Improvement Project (Advisory Committee)

It was **RESOLVED** to approve the Highways Advisory Committee Terms of Reference, with the addition of delegated authority to progress the Maidstone Road and Oad Street 40mph Scheme as necessary and report to the Full Council at its next meeting.

b. Nature Reserve Working Group (Advisory Committee)
c. Finance (Advisory Committee)
d. Wises Lane Monitoring & Liaison Group
e. Neighbourhood Plan Steering Group
f. It was noted that the Community Governance Review Working Group, which was established on 15th May 25, was missing and has now been added for approval.

It was **RESOLVED** to approve and re-adopt the Terms of Reference for the above Committees and Working Groups under items 19 b to f.

g. Designated Nature Reserve Working Group – This falls under the Nature Reserve Working Group to review.

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

a. To consider establishing a Working Group to support the Borden Broadside publication.

It was **RESOLVED** to establish the Borden Broadside Publication Working Group. Members agreed as

Cllr Baldock, Cllr Wallace and Cllr Small. The Members will prepare the Terms of Reference for consideration at the June meeting
It was **RESOLVED** to dissolve the Community Governance Review Working Group as no longer relevant.

21. TO APPOINT MEMBERS OF COMMITTEES AND WORKING GROUPS

a. Highways Improvement Project (Advisory Committee)

It was **RESOLVED** that Cllr Bolas, Cllr Baldock, Cllr Tumber and Cllr Small would remain on the Highways Committee, with the addition of Cllr Butlin.

b. Nature Reserve Working Group (Advisory Committee)

It was **RESOLVED** that Cllr Bolas, Cllr Baldock and Cllr Butlin would remain on the Nature Reserve Working Group, with the addition of Cllr Small.

Finance (Advisory Committee)

It was **RESOLVED** that Cllr Bolas, Cllr Butlin and Cllr Palmer would remain on the Finance Committee.

c. Wises Lane Monitoring & Liaison Group

It was **RESOLVED** that Cllr Jemmett and Cllr Butlin would remain on the Wises Lane Monitoring & Liaison Group, with the addition of Cllr Small.

d. Neighbourhood Plan Steering Group

It was **RESOLVED** that Cllr Butlin and Cllr Wallace would remain on the Neighbourhood Plan Steering Group.

e. Any newly established Committee or Working Groups

The Borden Broadside Publication Working Group, members as noted under item 20a.

22. TO APPOINT OR CONFIRM PARISH COUNCIL REPRESENTATIVES TO EXTERNAL BODIES

a. Borden Parish Hall Trustees

It was **RESOLVED** that Cllr Harrison would remain as the representative.

b. Borden Sports Association

It was **RESOLVED** that Cllr Butlin would remain as the representative.

d. KALC Area Committee

It was **RESOLVED** that Cllr Balcock would remain the representative, with the addition of Cllr Butlin.

e. Western Swale Area Committee

It was **RESOLVED** that Cllr Butlin would remain the representative.

f. Any new or additional external bodies for consideration

There were none.

23. FINANCE: To review and approve the following:

a. Financial Regulations.

It was **RESOLVED** to approve the Financial Regulations.

b. Statement of Internal Control

It was **RESOLVED** to agree and approve the Statement of Internal Control as updated for the financial year 2025/2026, which was duly signed by the Responsible Financial Officer and Chair.

c. Scheme of Financial Delegated Authority

It was **RESOLVED** to agree the Scheme of Financial Delegated Authority.

d. Insurance arrangements

It was **RESOLVED** to approve the Insurance Arrangements as being sufficient for the Parish Council's requirements.

e. Regular payments for the ensuing year

It was **RESOLVED** to approve the list of regular payments.

f. Subscriptions

It was **RESOLVED** to approve the list of subscriptions for the ensuing year.

g. Confirm bank signatories and mandates

It was **RESOLVED** to confirm the current list of bank signatories and mandates.

h. Expenditure incurred under Section 137 of the Local Government Act 1972
It was **RESOLVED** to approve expenditure totalling £1,088.77 incurred pursuant to Section 137 of the Local Government Act 1972, with all such expenditure recorded separately within the Council's accounting system in accordance with statutory requirements.

24. ASSET REGISTER: To review the Council's Asset Register and inventory of assets, consider and approve items to be removed or added.
It was **RESOLVED** to approve the Asset Register prepared and updated to 31st March 2026, with the removal of the historic printer from the next financial year, as this has been destroyed by the Parish Hall Trustees.

25. STANDING ORDERS: To review and consider approval.
It was **RESOLVED** to approve the Standing Orders.

26. FREEDOM of INFORMATION and DATA PROTECTION: To review and approve the Council's Policies, procedures and compliance with the :
a. Freedom of Information Act
b. Data Protection legislation
Members reviewed the Council's arrangements and policies in relation to compliance with the Freedom of Information Act and Data Protection legislation.
It was **RESOLVED** to approve the Council's Freedom of Information and Data Protection Policy and associated compliance arrangements

27. CODE OF CONDUCT: To reconfirm the adoption of the Council's Code of Conduct
It was **RESOLVED** to approve and adopt the updated Code of Conduct, as issued by Swale Borough Council, as the Parish Council's Code of Conduct.

28. MEETINGS: To determine the time and place of meetings for the ensuing year:
a. Monthly Parish Council Meetings
It was **RESOLVED** to continue Parish Council meetings every third Thursday of the month, starting at 7 p.m.

b. Annual Parish Council Meeting
It was **RESOLVED** that the next Annual Parish Council meeting will be held on Thursday, 20th May 2027, at 6:30 P.M. unless notified otherwise.
c. Annual Parish Meeting
It was RESOLVED to hold the Annual Parish Meeting on a Saturday two weeks before the next Annual Parish Council Meeting, date to be confirmed.

Meeting end time:19:40

To note: This meeting will be followed by the Monthly Parish Council meeting agenda items.

Minutes approved by the Full Council and signed by the Chair:

……. Date: …….