



Edenbridge Town Council



Town Clerk: Caroline Leet

Full Council | 18 Jan 2021 | Full Agenda (Excludes Confidential Items) | v:1

To Councillors: J Aldridge, A Baker (*Vice-Chair*), A Damodaran, V Jennings, A Layland, N Lloyd, M McArthur, S McGregor, A Read, P Smith, S Sumner, S Taylor, B Todd (*Chair*).

Notice is hereby given of a Council Meeting of Edenbridge Town Council to be held in Rickards Hall on 18 January 2021 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
1 April 2021

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting. Council Meetings may be recorded.

Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made

Agenda

1 - To Receive Apologies for Absence	2
2 - Declaration of Interests or Predetermination	2
3 - Public Questions and Statements	2
4 - To receive, adopt and sign the minutes of the Council Meeting held on 09 November 2020 (9426-9429)	2
5 - To Receive County and District Councillor Reports	2
5.1 - County Councillors	2
5.2 - District Councillors	2
6 - To Adopt the following Reports / Minutes of Meetings	2
7 - COVID-19 (Coronavirus): following the Government's announcement on 4 January for Lockdown 3 from 6 January	2
7.1 - Update	2
7.2 - To note: The Town Council had expressed its concerns about the lack of Government Covid-19 support grants for parish and town councils to Kent Association for Local Councils (KALC) and Tom Tugendhat MBE MP, and the consequences at local level	3
8 - Personnel	3
8.1 - To ratify the appointment of Lorraine Ganney for the position of Responsible Financial Officer (RFO) and Cemeteries Officer; start date 01 February 2021	3
8.2 - To approve the expenditure of up to £600 for EDGE financial software training; and £120 for Introduction to Local Council Administration (ILCA)	3
9 - To receive reports and any recommendations from Working Groups; Delegated Reports; Clerk's and Officer's Reports:	3
9.1 - Clerk's Report	3
Annex 1 Clerks Report.pdf	4

1 **To Receive Apologies for Absence**

2 **Declaration of Interests or Predetermination**

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

Dual hatted members of the District Council wish to state that although they would be considering planning applications at this meeting they would be reconsidering them at the district level, taking into account all relevant evidence and representations there.

3 **Public Questions and Statements**

Members of the public, and members with prejudicial interests on items on the Agenda, may make representations, answer, ask questions and give evidence at this meeting in respect of items on the Agenda. (This is the only opportunity for members of the public to make a contribution during the meeting.)

Both public and members are limited to three minutes per person to speak and the total time designated for public questions shall not exceed fifteen minutes unless directed by the Chairman of the meeting.

4 **To receive, adopt and sign the minutes of the Council Meeting held on 09 November 2020 (9426-9429)**

https://www.edenbridgetowncouncil.gov.uk/mc-events/council-meeting-11/?mc_id=553

5 **To Receive County and District Councillor Reports**

5.1 **County Councillors**

5.2 **District Councillors**

6 **To Adopt the following Reports / Minutes of Meetings**

7 **COVID-19 (Coronavirus): following the Government's announcement on 4 January for Lockdown 3 from 6 January**

7.1 **Update**

Following the Government's announcement in December to put Kent in to Tier 4 restrictions as a consequence of the new coronavirus variant, Councillors and the Town

Clerk met to discuss its the impact on the community and the Council's working practices. It was agreed to continue with home working for the office staff and with minimal office working, but that someone would work from the office on most days on a rota basis. The groundstaff would maintain only necessary services such as waste management. It was also agreed that the sale of waste bags from the office was not essential shopping and to also protect staff it would temporarily suspend the sale of these bags to the public. Since the further announcement of Lockdown from 6 January, the Council office staff and groundstaff continue to maintain all services as best it possibly can whilst keeping to safe Covid-19 work environment.

On 11 December, a volunteer lead meeting run by SDC was attended by Cllr Baker, the Town Clerk and the Planning and Administration Assistant. The community response and support was discussed and it was agreed that Edenbridge support requests would continue to be emailed to the Council office and Cllr Baker. Cllr Baker said she would liaise with volunteer helpers. To date there has been 8 requests via SDC and 3 via the Council Office. Prior to Christmas a number of meetings and discussions took place with neighbouring authorities and the Police to ensure the smooth movement of a funeral procession which took place on 29 December; there were no notable issues.

- 7.2 **To note: The Town Council had expressed its concerns about the lack of Government Covid-19 support grants for parish and town councils to Kent Association for Local Councils (KALC) and Tom Tugendhat MBE MP, and the consequences at local level**

8 **Personnel**

- 8.1 **To ratify the appointment of Lorraine Ganney for the position of Responsible Financial Officer (RFO) and Cemeteries Officer; start date 01 February 2021**

- 8.2 **To approve the expenditure of up to £600 for EDGE financial software training; and £120 for Introduction to Local Council Administration (ILCA)**

9 **To receive reports and any recommendations from Working Groups; Delegated Reports; Clerk's and Officer's Reports:**

9.1 **Clerk's Report**

 Annex 1: Clerks Report.pdf

Report to full Council and Town Clerk's Report

January 2021

The current COVID-19 crisis and the Government measures that have been in place since 23 March, has allowed the Town Council to review when it holds its meetings.

The Government published changes for Council meetings and the way that they can be held, as well as removing the requirement to hold an annual council meeting (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020). Under regulation 4, it says that Councils *may alter the frequency, move or cancel such meetings*.

Regulation 5 allows local councils to hold remote meetings using its preferred form of electronic communications.

General info/updates

Update on the Electronic Visual Display facilities at meetings in Rickards Hall: These have been ordered and hope to be installed fairly soon. The cabinet will be made once the monitor has been installed. The project is expected to come in £1,000 under budget.

The EPOS till system and card reader is now in the office and operational; it has been used for contactless payments for waste bag sales.

Public Toilets update: Due to the lockdown restrictions the public toilets have been closed. The toilet basins have been replaced and all necessary plumbing corrections have been completed. The electrician is due to fit a ventilation system and two-timer control switches which the initial contractor for the refurbishment failed to do.

Work to the Market Yard car park and Churchyard wall: This had been delayed as a consequence of the current Covid-19 lockdown restrictions. The Diocese for St Peter and St Paul Church had agreed to extend the time allowed for the completion of the works until 31 August 2021. We are still waiting for the contractor to revisit the site before proceeding with the formal legalities. It is still hoped to be able to proceed in spring 2021. An update will be provided to March Council meeting.

Portable Speed Indicator Device (SID): Funding was approved by CIL Board, September 2020. Kent Highways has reviewed the proposed sites and have agreed the following as suitable:
The four confirmed sites:

- 1) Mill Hill – outside the property of Mill Lodge (2-way)
- 2) Crouch House Road – towards Orchard Drive (1-way)
- 3) Swan Lane near Swan Ridge (2-way)
- 4) Main Road – between Brownings and Swan Lane (2-way)

This is the equivalent of 7 locations which is the very maximum Kent Highways would allow for one scheme. A final cost and review of underground utilities is currently being confirmed and will be presented to the Planning and Transportation Committee.

Online Hall bookings system: The Rickards Hall booking system has been set-up, and was in the process of being piloted just before the December Tier 4 restrictions. The site for the WI Hall, is due to have the information inputted to set-up the booking system and it is hoped this can be trialled once the Hall is able to reopen.

7. COVID-19 (Coronavirus, following the Government's announcement on 4 January for Lockdown 3 from 6 January:

7.1 Update: Following the Government's announcement in December to put Kent in to Tier 4 restrictions as a consequence of the new coronavirus variant, Councillors and the Town Clerk met to discuss its the impact on the community and the Council's working practices. It was agreed to continue with home working for the office staff and with minimal office working, but that someone would work from the office on most days on a rota basis. The groundstaff would maintain only necessary services such as waste management.

It was also agreed that the sale of waste bags from the office was not essential shopping and to also protect staff it would temporarily suspend the sale of these bags to the public. Since the further announcement of Lockdown from 6 January, the Council office staff and groundstaff continue to maintain all services as best it possibly can whilst keeping to safe Covid-19 work environment.

On 11 December, a volunteer lead meeting run by SDC was attended by Cllr Baker, the Town Clerk and the Planning and Administration Assistant. The community response and support was discussed and it was agreed that Edenbridge support requests would continue to be emailed to the Council office and Cllr Baker. Cllr Baker said she would liaise with volunteer helpers.

To date there has been 8 requests via SDC and 3 via the Council Office.

Prior to Christmas a number of meetings and discussions took place with neighbouring authorities and the Police to ensure the smooth movement of a funeral procession which took place on 29 December; there were no notable issues.

7.2 To note: The Town Council had expressed its concerns about the lack of Government Covid-19 support grants for parish and town councils to Kent Association for Local Councils (KALC) and Tom Tugendhat MBE MP, and the consequences at local level: Copy of letter received from Tom Tugendhat MBE MP attached.

8. PERSONNEL

8.1 To ratify the appointment of Lorraine Ganney for the position of Responsible Financial Officer (RFO) and Cemeteries Officer; start date 01 February 2021.

Do Members ratify the appointment Lorraine Ganney for the Responsible Financial Officer (RFO) and Cemeteries Officer?

8.2 To approve the expenditure of up to £600 for EDGE financial software training; and £120 for Introduction to Local Council Administration (ILCA)

Due to the current climate, EDGE is providing online training sessions via Teams. They charge £72 per hour. For a new person, they estimate about 4 hours (in hourly sessions and spread out over a time); £288. There is also end-of-year training, information on this will be issued in the coming weeks. The training budget for 2020/21 has £4,750 remaining; 2021/22 has £3,000.

Are Members happy to approve Finance training of up to £600 for EDGE finance training?

Are Members happy to approve £120 for ILCA training?

9.1 Clerk's Report – to receive.

10. TO RECEIVE RECOMMENDATIONS FROM FINANCE COMMITTEE MEETING (14 December):

10.1 To approve the draft budget and precept for 2021/22: Copy of the draft budget was published on the website December 2020; the link is provided with the agenda and a copy of the draft budget also with the papers. The Town Council's Precept would increase from £554,973.00 to £582,721.65; for a typical Band D property's precept next year will be £157.61; an annual increase of £7.51 or £0.63p

Do Members approve the draft budget and precept for 2021/22 and the Precept increase of 5% (Precept increase from £554,973.00 to £582,721.65)?

10.2 To approve the earmarked reserves for 2021/22: Copy of the reserves as viewed and agreed by the Finance Committee is attached.

Do Members approve the draft budget earmarked reserves total of £259,188 for 2021/22?

10.3 To consider a working group to review working practices and operating costs: The Town Clerk and RFO works closely with the Chairman and Vice-Chairman of the Finance Committee to scrutinise the Council's budgets each year. The staffing is reviewed by the Personal Committee – in 2018/2019 my predecessor did a considerable amount of work evaluating the Council structure and staffing. I have also reviewed this and a number of changes have already been implemented. Including, the administration positions which were a total of 62 hours per week/8 days and has since been reduced to 45 hours per week/6 days. If the Council was minded to support a further review, ideally it would be a two or three Members who then report back to Council.

Do Members want to establish a small working Group to review the Council's resources, working practices and operating costs?

10.4 To receive recommendation to approve the legal fees expenditure of up to £4,000 to look at the governing documents for both charities accounts (Recreation Ground Lingfield Road; and Blossoms Park) and prepare a memorandum deed of transfer of each charity. This has been reported to the Charities, and the Finance Committee on 14 December (see minutes item 9). It is also suggested that the administration of the Norman Foundation be reviewed – this may require additional expenditure.

Do Members approve the legal fees expenditure of up to £4,000 to look at the governing documents for both charities (the Recreation Ground, and Blossoms Park), and prepare a memorandum deed of transfer of each charity.

Do Members approve to include the governing Documents for the Norman Foundation to also be reviewed? Any additional expenditure would be reported back to Members for approval.

11. To receive an update on the Food Bank: Cllrs Todd and Baker are the Council's nominated representatives to work with the Food Bank. A meeting took place on 9 December attended by Cllrs Todd, Baker, Town Clerk and Dave White (Food Bank). Below is a copy of an email received from the Food Bank:

To Edenbridge Town Council,

Development of the Edenbridge Foodbank as part of the Trussell Trust organisation.

Edenbridge is seeing an increase in need for foodbank assistance both as a result of the effects of the pandemic and the increase in housing development in the area. The current foodbank project uses a shipping container positioned in the car park of St Lawrence's RC church and is really no longer adequate for storage of the food, and the sorting and packing that is required. Julie Barry (the parish nurse) and her team of volunteers do a tremendous job in coping and at the moment are also using the Eden Church facility as a temporary storage area whilst the church is not meeting there. As you know, and partly as a result of Julie's coming retirement, we are moving forward under the franchise agreement with the Trussell Trust with myself as project manager and an expanding team of volunteers. We do need to find new premises, however, ideally by at least this coming Easter.

The need is for a storage/warehouse building approx equivalent to the size of three single garages (60 sq metres) and then a food bank centre where people can come to collect food parcels, and receive advice and signposting to other services which might aid them in getting through their current food crisis. Hospitality (tea/coffee etc) would also be provided here. These two aspects could be on one site if that were possible, but more likely two different sites would be needed. In this case the Foodbank centre would also need a small storage area (eg a shed) for the daily food/emergency food parcels and equipment.

Various possibilities are being investigated at the moment: one is to base the Food bank Centre at Rickards Hall (say one afternoon a week) with a shed erected on the land behind the office for storage. Then try to find a main storage/warehouse facility elsewhere. There is also the possibility of another premises being investigated but this is some way off, possibly as the main store or as the food bank centre if another main store can be found. Either way, the food bank centre needs to be centrally positioned with good easy access to people who will be using it.

Thank you so much for your consideration of this and we welcome any advice or assistance the council feels able to provide.

11.1.1 - Do Members agree to support the Food Bank with new facilities by providing Rickards Hall for one morning/afternoon a week, free of charge, to be used as its distribution point?

11.1.2 - Do Members agree to allow the area to the rear of the offices to be used for siting a suitable shed to be used as a food store for the Food Bank?

11.2 To receive a further request from the WI Hall Management Committee to consider a discretionary reduction to the annual administration fee as a consequence of the impact of Covid-19. This was considered by the Finance Committee at its meeting on 14 December, but the WI Hall Management has requested the full Council to reconsider: See confidential papers attached.

Do Members support a reduction to the administration fee as a consequence of the impact of Covid-19? If so, do Members support a discretionary reduction of £250 on the first half-yearly invoice?

11.3 To review the Thursday Market arrangements, this is due to be renewed 1 April: The Thursday Market used to be managed by Bray Associates. Over the years, it had struggled to keep traders, and the costs to maintain the Market made it unviable for them to continue. Then the Covid-19 pandemic happened and Bray Markets gave notice. To ensure that Edenbridge kept a Market, the market supervisor agreed to continue from October 2020. At the September Council meeting (item 9.1), it was agreed in the short-term to permit the current market supervisor to continue with the market until 31 March, and at the reduced fee (agreed July Council meeting item 11.4) to encourage new traders.

Cllrs Baker, McArthur, Layland, Sumner and Todd met with the Town Clerk in September to discuss the Market and viable options. It was agreed in the short-term to permit the current market supervisor to continue with the market until 31 March and to review the options in January; this could include considering putting the Market out to tender or renewing the current arrangements. The annual rent, not discounted would have been £5,564 (2020/21).

It should be noted, that the current pandemic has made it difficult for Markets to thrive, and much of the year has been only with stalls that would be considered 'essential shopping items'; currently, only 4 traders who meet this category.

The Council has previously supported the idea of piloting a pop-up style market with the VE Day celebrations and Christmas event. Unfortunately, these did not go-ahead as a consequence of the coronavirus restrictions. This is something that the Council will reconsider when it is considered appropriate and safe to do so.

Do Members want to offer a one-year renewal to the current Thursday market operator, Dave Phillips? And if so, to confirm the offer at the full rent, or a discounted fee?

Or/

Do Members want to put the Thursday Market for 2021/22 out to public Tender?

11.4 To consider the continuation for HOUSE to use Rickards Hall, free of charge, for its youth boxing fitness sessions during this Covid-19 pandemic: At the Council's September meeting, Members were pleased that HOUSE was working to continue youth provision for young people in Edenbridge. In view that the Eden Centre had not reopened, it supported free use of Rickards Hall on a temporary basis and to be reviewed. The lockdown in November, Tier 4 restrictions and now Lockdown 3 has meant that this has not been able to go-ahead. However, they have been looking to do something similar online for the youth members.

Do Members support HOUSE to continue use of Richards Hall for its Thursday evening boxing fitness sessions, when the lockdown restrictions are eased? To confirm a further 10-week period?

12. Vacancy for co-option: There is currently one Council vacancy for co-option. Zoe Roberts Smith stepped down as a councillor in December. The casual vacancy was notified to Sevenoaks District Council and the Notice for Casual Vacancy was advertised on 15 December, closing date 8 January. There were no requests received to fill the casual vacancy by election. Councils may decide to advertise for expressions of interest in being co-opted, but there is no legal requirement to do this. If there are already candidate(s) known to Members, it may not be necessary to advertise. Candidates would need to express an interest to the Council to be considered by full Council; this could be at the next meeting in March.

How would Members like to proceed?

13.1 To receive a request from the Lennox Cato to consider a children's market and use of Rickards Hall and Doggetts Courtyard, free of charge: A request was received initially in October last year, but with the current Covid-19 restrictions it would have been difficult to have proceeded with this. The proposal:

Children's Market

My idea is children under the age of say, 15 years of age, from in and around our area be invited to take part in a monthly or by monthly market. As the courtyard is not being used, I thought this would make good use of this area. I would suggest once a month on a Saturday.

If I have permission from Edenbridge Town Council I would then approach local schools in our area asking them to be involved by having stands selling crafts, flowers, cakes etc. This will teach young children a good number of skills, such as numeracy, communication skills, confidence and entrepreneurship. The children will be over seen by parents or guardians.

I do believe this way forward builds the community and makes it stronger. Some of the parents are kids themselves and they will also learn. It's costing The Town Council nothing but good will. If others wish to be involved when it's running that would be great. I am open to suggestions and would love to discuss this further with the council.

Yours sincerely, Lennox Cato DL

Do Members agree to provide Rickards Hall and the Doggetts Court yard free of charge to Lennox Cato for a children's market?

13.2 To consider the following training for Members (and staff) and expenditure:

13.2.1 Planning Training – how to respond to applications and considerations - with Sevenoaks

District Council: SDC can provide a virtual Zoom training session for Members on its planning processes – how to respond to applications and provide a background to the matters that it takes in to consideration, along with setting the national and local policies when assessing applications. Ideally, all Members would attend this training. The proposed dates to select one from:

Tuesday 26 January at 5pm

Wednesday 27 January at 5pm

Tuesday 2 February at 5pm

Wednesday 3 February at 5pm

Which training date would Members like to proceed with for SDC Planning Training?

13.2.2 Planning Training –Neighbourhood Planning – with SDC: The Town Council had carried out some work in preparation of its Neighbourhood Plan (2017/18), but with the emerging Local Plan, this was put on hold. If the Council was to be minded to continue with its Plan, it would likely need to almost start again. SDC has done a huge amount of work with the Character Assessment and site allocations so there would be a good platform to build off. I have contacted SDC to ask if they would talk to Members about its views on Neighbourhood Plans, and an update on the progress with the draft Local Plan and plans following the recent judicial review outcome. I have asked if a virtual Zoom session could be arranged and I am waiting for a provisional date.

Would Members like to attend a session with SDC on Neighbourhood Planning?

13.2.3 Chairmanship Training and the expenditure of up to £250: Chairman Training is open to all Members, and should be attended by all current Chairmen and Vice-Chairmen of Council and its Committees, and especially anyone who may be considering chairmanship in the future. The virtual Zoom session will include the legalities of being a Chairman as well as practical skills to ensure effective performance. The training session would be £180 for a 2-hour session; this may increase slightly if the session requires additional preparations.

Do Members approve the expenditure of up to £250 for Chairmanship Training?

Training Provider information:

Training would be provided by James Corrigan of [Council HR and Governance Support](#); James has experience working at three large Town Councils. All sessions would be bespoke to Edenbridge Town Council needs and he will send a draft of the slides before the sessions so that they can be reviewed to ensure all the areas required are covered. The slides can of course be printed off or shared electronically with Members after the training.

The training can be on Monday or Wednesday evenings at mutually convenient times to deliver the sessions to suit the Councillors to ensure maximum possible attendance.

13.2.4 Social Media awareness using positively for Councillors and the expenditure of up to £400:

James Corrigan can provide a social media session which will detail where it can go wrong and what to avoid, as well as how to positively use social media. He would also include in this how to develop an effective communications strategy for the Council as a whole if the Council would like this. The quote for the session is £250, plus any additional research that may be required.

The Council had been keen to arrange suitable training previously, but due to the current pandemic, this was not able to take place (resolution January 2020 11.8 resolved expenditure £950).

At the Council's July meeting, it agreed that it would prepare a suitable communications and publicity strategy. To include this in the Social Media training could be helpful. The Council does have a Social Media Policy (*see attached*); this too needs reviewed/updated.

Do Members approve the expenditure of up to £400 for Social Media awareness training?

13.3 Rural/Market Towns Group: *See the attached.* There is an initial free trial, and then the subscription is based on population; over 10,000 £150 p.a. The Council can review after the free trial at its meeting on 13 September.

Do Members want to join the Rural/Market Towns Group, initially with the free trial to end of September 2021, and then the annual subscription expenditure of £150?

13.4 KALC Community Award Scheme and does the Council wish to adopt the scheme: In November, KALC announced its 2021 KALC Community Awards Scheme, with support from the High Sheriff of Kent, Kent County Council and Medway Council. This follows a successful 2020 Awards Scheme, which was adopted by 80 member Councils. *See attached for information.* The Town Council does have its own Civic Medallion Awards.

Does the Town Council wish to adopt the KALC Community award Scheme?

14. To consider the Council's IT file storage system and to move to Cloud based storage solution: the expenditure of up to £7,000 (one off set-up cost) to update and upgrade the Council's IT file storage solutions; to upgrade the Microsoft software licences with additional licences annual expenditure of £813; and to consider upgrading the broadband telecommunications and additional annual expenditure of expenditure of £3,000 per year: In July, it was reported in the Clerk's Report that Cllrs Aldridge, Layland and the Town Clerk had discussions with PS Technology (the Council IT consultants) to discuss the Council's file storage systems. The current server was installed over 5-years ago and is coming up for replacement. There are now new more versatile cloud based options available to the Council for file storage, and which could be more suitable for remote working.

To replace the existing sever with setup and migration would cost approximate £10-12K.

Proposal to upgrade the software – *please read the confidential link emailed with the papers for details on the quotation and benefits.*

1) To move from a server (which will need replacing at some point) to Cloud based storage facility:
Edenbridge Town Council has approached PS Tech to provide a solution to replace existing on premise infrastructure with a new cloud-centric based environment that will provide the following high-level improvements:

Cloud-based identity control
Enhanced communication tools
Collaborative working
Improved remote working ability
Secure data storage
Device management and security

PROJECT OBJECTIVES

- Setup a new Microsoft 365 environment with all of the benefits listed in the proposal document, and that is aligned to Edenbridge Town Council policies and business/security requirements
- Work with Edenbridge Town Council to design an organisational structure that improves security around council data
- Create storage sites inside Microsoft 365 (SharePoint) to securely store company files as per the agreed design
- Develop a standard build of software/apps for each computer (device)
- Develop configuration profiles to ensure devices meet Edenbridge Town Council policies and compliance/security requirements
- Enrol Edenbridge Town Council computers into the new environment
- Provide suitable documentation, training and on-boarding assistance to Edenbridge Town Council personnel
- The end result will be a cloud managed network, where users, computers, apps and data are all managed centrally. Remote working will be just like working in the office.

One-off project cost £6,982

2) Microsoft Licenses

Current costs: Microsoft and Exchange licences the Council pays £1,356 per year
Proposed costs: Microsoft 365 Business Premium for all office staff (7 licences) £1268.40 per year
Microsoft 365 Business Basic for Councillors and other council email accounts £866.40

Licences Total annual cost £2,134.80 – the increase expenditure of £788.80

3) To consider moving to telecoms fibre Ethernet circuit £299 per month

PS Tech has looked at the different types of Internet connectivity it can supply to the office address.

Options: With more and more applications and services moving to the cloud, they think it prudent to consider a dedicated fibre Ethernet connection to the Internet.

This will provide an uncontended (not shared) connection with high bandwidth speeds which is fully managed, monitored 24/7 with a 100% target uptime. The Council is already running all telephony and IT services through the Internet and this will provide the necessary high-availability and high-capacity

connection you can rely on. Speeds are available from 10Mb all the way up to 1Gb, and upload speed is the same as the download speed.

Attached is a brochure which explains the Internet connections in greater detail.

PS Tech does provide the normal broadband over copper connections, and the Council is in the process of transferring from its existing provider (Focus) to PS Tech (who use BT). This will be on a one month's rolling contract. Current Broadband expenditure is £600 per year.

Council Budgets: The one off budget cost could be funded from Council Contingencies. 2020/21 estimates remaining funds £2,000 and approximately £3,000 in depreciation. Budget for 2021/22 Council Contingencies £10k and depreciation £14,800.

Licences: the budget for 2021/22 had already allowed for some Microsoft licences upgrade partly due to upgrades for homeworking, and so any overspend should be small; licences additional expenditure of £813.

Broadband: To upgrade to telecoms Ethernet fibre would have negative impact on the budget and an over spend on Council's Central Services, Services (code 2020) budget for 2021/22 as this would be unbudgeted expenditure.

How do Members want to proceed?

Do Members approve:-

- 14.1** The one off expenditure of up to £7,000 to update and upgrade the Council's IT file storage solutions?
- 14.2** To upgrade the Microsoft software licences and additional annual expenditure of £813?
- 14.3** Upgrade the broadband telecommunications and additional annual expenditure of expenditure of £3,000 per year?

15. Annual Town Meeting – Monday 1 March: This year due to the current Covid-19 restrictions, the Annual Town Meeting will take place over Zoom; therefore, it will need to be organised differently but to still include local groups and organisations.

To nominate a small group of Members to prepare the agenda and presentations for the meeting, and to set a date to prepare the agenda.

16. CONSULTATIONS

16.1 Kent County Council Revised Safeguarding Supplementary Planning Document (SPD) - Extension to Consultation Deadline– opened 23 December closes 29 January 2021:

Do Members wish to respond?

16.2 Kent Police – Automatic Number Plate Recognition cameras installation programme in Edenbridge – closes 15 January: *See the attached.* Kent Police has offered to speak with Members at a private meeting and to extend the response deadline. I have suggested prior to the next Planning and Transportation meeting on 1 February.

How would Members like to proceed?

17. Meetings of outside bodies attended by Members: For information – Cllr Baker was appointed in November 2020 as a Trustee for Gatwick Area Community Trust.

18. TO CONSIDER ANY PRESS RELEASES

19. MATTERS FOR FUTURE AGENDAS

In view of the confidential nature of the following items to be discussed the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960

20. To consider if the Council is willing to review its Assets and consider selling any to lower its Reserves deficit: In view of the Council's budget deficit and the current financial climate, do Members want to consider a review of its Assets. This would need to be a medium/long-term project as it would require appropriate resources available to investigate, and consider valuations and professional fees. It is proposed if Members wanted to consider its Asset and selling any off to lower its reserves deficit an initial report should be made to Forward Planning Steering Group meeting in October.

How do Members want to proceed?

21. DATE OF NEXT MEETING – 8 March

Summary of resident's correspondence/emails/visits for noting, (these are other than general requests for information) – copies were forwarded to councillors at the time they were received:

January:	Dog fouling at basketball area - FB post Request for all weather sports pitch Thank you for the work towards the Town Field
December:	Request to support road improvements – Main Road/Swan Lane section Litter in Lidl/Home Bargains/Greggs car park Complaint – Father Christmas sleigh visit 6 December Saving Rural Soul of Edenbridge – Four Elms Road
November:	Mont St Aignan Way FOI request –correspondence re Land South and East of Four Elms Road with developer Comments Planning applications 20/02988/OUT Land north of town station cottages Forge Croft Wake up Edenbridge look what they are doing – Land north of town station cottages Forge Croft Resident/Tom Tugendhat MP correspondence complaint re dogs on on leads at Recreation Ground Land behind Greenfield Some figures – Main Road junction of Hillcrest Road and Hilders Lane