

Edenbridge Town Council

Town Clerk: Caroline Leet

Full Council | 15 May 2023 | Short Agenda (Excludes Confidential Items) | v:1

To Councillors: J Aldridge, A Baker (Vice-Chairwoman), S Compton, M Gemmell Smith, A Layland, M McArthur, S McGregor, A Read, S Sumner, S Taylor, B Todd (Chairman).

Notice is hereby given of a Council Meeting of Edenbridge Town Council to be held in Rickards Hall on 15 May 2023 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
10 May 2023

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

In view of the confidential nature of Agenda Item 38 to be discussed, the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

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13.8	PS Technology (IT support and Licences) (£11,351.40*)	10
13.9	Fusion4/Besure/Continental (facilities security management, key holding and fire alarms) (£1,646.80*; plus £1,902 recharged to EVM)	10

13.10	Gallaghers (Hiscox) Insurance (Council insurance) see item 16	10
13.11	NFU Mutual Insurance (vehicles) (£2,043.64)	10
13.12	Keith Robertson (internal auditor) (£500*)	10
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13.14	Streetlight Maintenance – Streetlights (£7,103.92)	10
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13.16	Total Gas (utilities energy all buildings - contracted 31 January 2025)	10
13.17	Wilkin Chapman Solicitors (legal advice of FOIs, contracts and agreements and other matters) (varies on use)	10
13.18	Worknest (HR and H&S support) (£2683.62*)	10
13.19	Canon UK (photocopier) (£605.40* plus copying costs)	10
13.20	SAGE payroll & P11 software services (£813.80* NB some cost recharged to CAB)	10
13.21	Summer Fun Days – Play Place (£2,292*)	10
13.22	Health Assured (employee assistance/wellbeing mental health programmes) year 2 of 11 3-year agreement (£600)	10
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17.2	Edenbridge Allotment Gardens – Affiliation fees from Swan Lane Members £108	11
17.3	Edenbridge Magazine (6 editions) (£1,093.50)	11
17.4	Grounds Management Association £157.50	11
17.5	Information Commissioner Office £55	11
17.6	Institute of Cemetery and Crematorium Management £95	11
17.7	Kent Association of Local Council (KALC) £1,665 (23/24)	11
17.8	Kent County Playing Fields Association £20	12
17.9	National Association for British Markets Authorities (NABMA) £500	12
17.10	Open Spaces Society £45	12
17.11	Rural Market Town Group Membership £115 (23/24)	12
17.12	Sevenoaks District Council – Premises Licence (TN8) £1,070	12
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29	Matters Arising from The Minutes for Report and Not Elsewhere on the Agenda	16
29.1	Edenbridge Dementia Friendly	16
29.2	Games Club update	16
29.2.1	to receive an update on funding from Involve Kent for 2023-24 (reduced from £5,000 pa to £1,500 on 6-monthly review)	16
29.2.2	to note: a recent grant awarded from the Levelling Up Fund via SDC to provide a community cohesion event for the Games Club and to help attract new members	16
29.3	To receive an update on transition of the new IT Storage (SharePoint) System following recent office closure days to support this	16
29.4	To note: Rickards Hall and Council Office closure dates to facilitate planned treatment works for 'wood boring insect infestation' at Rickards Hall, and Doggetts Barn including office redecoration.	16
29.5	To receive feedback from the Working Group on King Charles III Coronation event – 7 May	17
29.6	To receive an update on an unauthorised access gate at the Recreation Ground (pathway to Pavilion) from private rear garden and to:	17
29.6.1	To ratify total expenditure to date of £2,430 plus further estimate £1,500 for legal fees for investigation, letters and liaison with resident	17
29.6.2	To ratify total expenditure to date of £2,115 for written correspondence to surrounding properties to clarify and confirm residents backing on to Council land do not have permission to create Page 9 of 12 or have their own private access on to Council land	17
29.7	To receive a report on the Twinning Association 50th Anniversary Celebrations – weekend 12-14 May	17
29.8	Training programme for the new Council: A visioning/forward planning business plan sessions has been organised for the new Council (resolution March 2023)	17
29.9	Asset of Community Value (ACV) - To note: The nomination for The Swan Inn, Edenbridge to continue as an ACV has been approved (5-years)	18
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30.2	To approve the expenditure of £1,500 for display monitor screen in Doggetts Barn for meeting presentations (budgeted code 1011, projects FPSG Oct 2022)	18
30.3	UK Shared Prosperity Fund (via SDC) funding of up to £15k over 3-years to support High Streets regeneration: To appoint a Working Group to consider viable proposals	19
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31	Annual Town Meeting – to Feedback from The Meeting 20 March	19
32	COUNCILLOR ALLOWANCES: to consider whether ETC Members should receive allowances and to investigate the costs of engaging a Parish Remuneration Panel	19
33	Council Vacancies	20
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36	To Consider Any Press Release	20
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38	[CONFIDENTIAL] To Receive the Update on The New Council Logo and Rebranding with Colour Palette and Guidelines	21
39	Date of Next Meeting – 3 July 2023	21

Meeting Papers & Report

1 **Elections**

1.1 **Election of Chairman for the ensuing year**

1.2 **To receive the Chairman's declaration of office**

1.3 **Election of the Vice-Chairman**

1.4 **To receive the Vice-Chairman's declaration of office**

2 **Declaration of Acceptance of Office of All Councillors**

To receive and confirm all Members Declaration of Acceptance of Office have been signed

3 **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.

All Members have received a welcome letter, the Declarations of Interest paperwork for completion and are reminded that they must complete and return their Declarations of Interests, via the Town Clerk, to the Monitoring Officer at Sevenoaks District Council within 28 days of the Election. All members have been provided with an electronic copy of the Good Councillors Guide which identifies the role of councillors and the Council.

4 **To Receive Apologies for Absence**

5 **To Receive, Adopt and Sign the Minutes of The Extraordinary Council Meeting Held on 06 March 2023 (9883-9891)**

 Full Council | 06 March 2023 v.1 - Minutes (Pages PRE-118/-)

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

6.1 **To Adopt the Minutes of The Planning and Transport Meetings**

- Planning and Transportation Committee - 13 March (9892-9895);
- Planning Committee - 3 April (9900-9904);
- Planning Committee - 24 April (9911-9912)

6.2 **Finance Committee**

- Finance Committee – 27 March (9896-9899)

- 6.3 **Open Spaces Committee**
• Open Spaces Committee - 17 April (9905-9910)

7 **To Receive Recommendations from Finance Committee Meeting on 27 March:**

7.1 **To note: the review of the predicted year-end for 2022/23 and recommended ear-marked reserves movement**

7.2 **To note: the renewal of Street Lighting Energy contract to remain with Npower on an ongoing basis (this can be reviewed when the fuel prices change). Based on current annual usage the estimate cost is £14,918.32**

8 **To Review the Delegated Arrangements to Committees, Sub-Committees, Staff (as Detailed in The Terms of Reference) and Appointment of Any New Committees**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/02/21-02-adopted-terms-of-reference-27.01.20-amended-16.02.21.pdf>

8.1 **Finance and Governance Committee (10)**
Do Members Confirm the Existing Committee

8.2 **Planning and Transportation Committee (12)**
Do Members Confirm the Existing Committee

8.3 **Open Spaces Committee (10)**
Do Members Confirm the Existing Committee

8.4 **Emergency Planning Committee (8)**
Do Members Confirm the Existing Committee

8.5 **Community Infrastructure Levy (CIL) Board (15)**
Do Members Confirm the Existing Committee

8.6 **Personnel Committee (7)**
Do members confirm the existing sub-committee

8.7 **Charities and Grants (15)**
Do members confirm the existing sub-committee

8.8 **Forward Planning Steering Group**
Do Members Confirm the Existing Steering Group

8.9 **Internal Audit / Council Risk Group**
Do Members Confirm the Existing Committee

- 8.10 **Lease /SLA negotiation Group**
Do members confirm the existing working group
- 8.11 **Open Spaces Task and Finish group to explore viability for new concrete skate park**
Do members confirm the existing working group
- 8.12 **Open Spaces - Market Yard car park / Parking Group**
Do members confirm the existing working group
- 8.13 **Planting Trees and Wildflower areas Group**
Do members confirm the existing working group
- 8.14 **Aviation Consultation Group**
Do members confirm the existing working group
- 8.15 **Delegated powers to Town Clerk and Officers**
Do members confirm the existing delegation arrangements
- 8.16 **Delegation for procurement procedures**
Do members confirm the existing delegation arrangements
<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/04/PROCUREMENT-REFERENCE.pdf>
- 8.17 **To consider any additional committees**
Do members want to establish any additional committees?
- 9 **To Confirm Terms of Reference**
Last Reviewed by Finance and Governance 15 February 2021.

Do Members confirm and adopt the Terms of Reference?
<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/02/21-02-adopted-terms-of-reference-27.01.20-amended-16.02.21.pdf>
- 10 **To Appoint/confirm Members for Each Committee**
- 10.1 **To Appoint/confirm Members for the Finance and Governance Committee (10)**
- 10.2 **To Appoint/confirm Members for the Planning and Transportation Committee (12)**
- 10.3 **To Appoint/confirm Members for the Open Spaces Committee (10)**
- 10.4 **To Appoint/confirm Members for the Personnel Committee (7)**
TORs allow for members appointed by Finance Committee, however as this is a new council, and a meeting is scheduled for May, Members need to be appointed by Council.

- 10.5 **To Appoint/confirm Members for the Emergency Planning Committee (8)**
- 10.6 **Re 8.17 if there are any new committees to appoint members**
- 11 **To Appoint/confirm the Members of The Working Groups**
- 11.1 **To Appoint/confirm Members for the Internal Audit / Council Risk Group**
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- 11.5 **To Appoint/confirm Members for the Planting Trees and Wildflower areas Group**
- 11.6 **To Appoint/confirm Members for the Aviation Consultation Group**
- 12 **To Confirm and Adopt the Following**
- 12.1 **Standing Orders (last reviewed & amended 14 July 2022)**
<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/03/21-03-Standing-Orders-adopted-08.03.21-based-on-NALC-Model-SO-revised-2020.docx.pdf>
- 12.2 **Financial Regulations**
<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2019/02/Model-Financial-Regs-adopted-May-16-Amended-Feb-18.pdf>
- 13 **To Review Arrangements with Other Local Authorities, Not-For-Profit and Business**
(*NB: some fees based on 2022-23)
- 13.1 **Citizens Advice Bureau: Payroll (£243*)**
- 13.2 **Freshwater Properties Group: some maintenance and waste clearance for Leather Market (£3,325.08*)**
- 13.3 **Great Stonebridge Trust: Grass cutting and Water Meadow management services**
Varies to cuts and management works
- 13.4 **Sevenoaks District Council: Ground maintenance services**

Town Field, playground inspection, weed spraying on residential estate (varies to cuts and management works)

- 13.5 **War Graves Commission: Maintenance of War Graves (£300*)**
- 13.6 **Involve Kent (£1,500 -£3,000)**
- 13.7 **EDGE IT - software packages: Finance (£818*), Assets register (£238*), Epitaph (263.70*) and Rickards Hall hire (231.30*)**
- 13.8 **PS Technology (IT support and Licences) (£11,351.40*)**
- 13.9 **Fusion4/Besure/Continental (facilities security management, key holding and fire alarms) (£1,646.80*; plus £1,902 recharged to EVM)**
- 13.10 **Gallaghers (Hiscox) Insurance (Council insurance) see item 16**
- 13.11 **NFU Mutual Insurance (vehicles) (£2,043.64)**
- 13.12 **Keith Robertson (internal auditor) (£500*)**
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- 13.14 **Streetlight Maintenance – Streetlights (£7,103.92)**
- 13.15 **Npower – Street Lighting Energy (*£14,918.32)**
- 13.16 **Total Gas (utilities energy all buildings - contracted 31 January 2025)**
- 13.17 **Wilkin Chapman Solicitors (legal advice of FOIs, contracts and agreements and other matters) (varies on use)**
- 13.18 **Worknest (HR and H&S support) (£2683.62*)**
- 13.19 **Canon UK (photocopier) (£605.40* plus copying costs)**
- 13.20 **SAGE payroll & P11 software services (£813.80* NB some cost recharged to CAB)**
- 13.21 **Summer Fun Days – Play Place (£2,292*)**

13.22 **Health Assured (employee assistance/wellbeing mental health programmes) year 2 of 3-year agreement (£600)**

14 **To Appoint Representatives on To/work with External Bodies and Arrangements for Reporting Back**

To appoint representatives for each external body/organisation.

15 **To Review the Inventory of Land and Other Assets Including Buildings and Office Equipment**

Do Members confirm the Council's Assets and the closing balance for year-end 2022/23 of £4,296,021.92?

<https://www.edenbridgetowncouncil.gov.uk/council-asset/>

16 **CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS AND THE ANNUAL EXPENDITURE OF £16,621.54.**

(Year 2 of 3; includes the uplift of buildings revaluations 2022 and 12% index link)

The renewal is due 20 July. Based on last year's premium and adjustments for revaluations and additional assets, the premium has been estimated (confirmation will be received early July). Last year, the Council accepted a 3-year long term agreement option to allow maintain an idea of the premium for that period with only changes to Insurance Premium Tax (IPT) and Index linking (this has been confirmed for the current year at 12%). Council insurance details and levels are published on the website (see above link).

Do Members confirm the Council's insurance needs and levels and the annual insurance estimate premium of £16,621.54?

<https://www.edenbridgetowncouncil.gov.uk/policies/insurances/>

17 **To review and confirm the council's and/or staff subscriptions to other bodies**

Figures quoted are on last paid invoices and may increase unless stated otherwise

Do Members confirm the subscriptions 17.1-17.14?

17.1 **Campaign to Protect Rural England £36**

17.2 **Edenbridge Allotment Gardens – Affiliation fees from Swan Lane Members £108**

17.3 **Edenbridge Magazine (6 editions) (£1,093.50)**

17.4 **Grounds Management Association £157.50**

17.5 **Information Commissioner Office £55**

17.6 **Institute of Cemetery and Crematorium Management £95**

17.7 **Kent Association of Local Council (KALC) £1,665 (23/24)**

17.8 **Kent County Playing Fields Association £20**

17.9 **National Association for British Markets Authorities (NABMA) £500**

17.10 **Open Spaces Society £45**

17.11 **Rural Market Town Group Membership £115 (23/24)**

17.12 **Sevenoaks District Council – Premises Licence (TN8) £1,070**

17.13 **Society of Local Council Clerks (SLCC) Town Clerk’s membership £327 (May 2023)**

17.14 **Stalls and Crafts £150**

18 **To Confirm the Direct Debit and Standing Orders Arrangements**

There is currently no Standing Orders.

Do Members confirm the list of direct debits?

Annex 2: 18 Direct Debits.pdf

19 **To Confirm the Council's Banking Signatories****

Council Standing Orders and Financial Regs does not specify that signatories need to be Finance Committee members. Below is a list of the Council's accounts and signatory requirements; each account requires two signatories plus the RFO or Town Clerk to raise the payment/s.

Account	Minimum	Currently Have	Need Additional
Barclays	6	4	2
CCLA	4	3	1
Lloyds			
Charity Accounts (Natwest a/cs)	3	2	1
Norman Foundation (investment accounts - Scottish			

Members to confirm and appoint signatories to each account.

Confidential Annex 3 (omitted from public documents):

20 **To Review the Council's Complaints Procedure (reviewed and Amended December 2021)**

Do members confirm the Complaints Procedure?

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2022/01/21-12-19-11-adopted-Complaints-Procedure-May-2016-amended-06.12.21.pdf>

21 **To Review of The Council's Policies, Procedures and Practices in Respect of Its Obligations Under Freedom of Information and Data Protection Legislation (reviewed November 2019)**

Do members confirm the Council policies, procedures and practices under its obligations under the FOIA and GDPR?

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2019/11/19-11-Retention-and-disposal-Policy-with-appendix-A.pdf>

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2019/11/19-11-amended-FOI-and-Publication-Scheme-2018.pdf>

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2018/05/Information-Data-Protection-Policy-20181.pdf>

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2018/05/General-Privacy-Statement.pdf>

22 **Communications Policy (and with Dealing with The Press/media)**

Do members confirm the Communications Policy?

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2018/12/Communication-and-Community-Engagement-Dec-2018.pdf>

23 **General Power of Competence**

General Power of Competency (Localism Act 2011, sections 1 to 8) allows eligible Councils to have more choice and flexibility to carry out its powers and duties (within the law). To use the GPC, the Council must resolve it meets the eligibility criteria at the first annual meeting of the new council after the ordinary elections (4-yearly).

Criteria for eligibility:

1. The number of councillors elected at the last ordinary election must equal or exceed two thirds of its total number. ETC currently meets the criteria: 11 members stood for 15 vacancies and was uncontested at the May elections.
2. The clerk must hold at least one of the sector-specific qualifications. ETC's Clerk holds CiLCA.

The benefits GPC can be used for most of the activities the council carries out and enabling it to deliver a wider range of activities, rather than without, and using the Local Government Act 1972 section 137 legislation. S137 only allows limited expenditure, currently set at £9.93 per elector in the area.

Do Members confirm Edenbridge Town Council continues to meet the eligibility criteria and to adopt the General Power of Competency for the current new Council?

<https://www.slcc.co.uk/qualifications/gpc/>

24 **To Receive the Calendar of Council and Committee Meetings for May to December 2023**

The annual calendar of meetings was approved by the December Council.

Do Members request any changes?

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2023/02/Meetings-dates-for-2023-amended-230216.pdf>

25 **Annual Governance and Accountability Return 31 March 2023***

25.1 **To receive the internal auditor's report**

The Internal Auditor attended on 11 May; he did a thorough view of the end-of-year accounts, the Council's reserves and other risk management procedures were covered.

Report to follow (will be uploaded on to website here).

Do members confirm the Internal Auditor's report?

25.2

To receive the end-of-year financial statements (EOY financial reports attached)

A copy of the end-of-year EDGE finance reports is attached with the Bank Reconciliation, and the budget comparisons. Summaries below

Summary of Budget Comparison 2022-23				
	Budgeted	Actual year-end		
Total Expenditure	£719,365.00	£668,119.90		
Total Income	£729,582.00	£758,797.52		
Surplus/Deficit	£10,217.00	£90,677.62	£68,435	Movement to Earmarked Reserves
Actual total movement		£22,242.62	in to General Reserves	
(This excludes the CIL income and expenditure)				

Consolidated balance position including Earmarked and General Reserves

Edenbridge Town Council - Reserves View Sheet					
As of March 2023 Actual Year End					
BASED ON THE I&E ACCOUNTS					
	31/03/22	Accrual	Planned	Year-End	31/3/23
ETC - Reserves Forecast					
Ear-Marked Reserves					
Neighbourhood Plan	15,000				15,000
Election	11,500		4,000		15,500
Depreciation Equipment & tools	1,000				1,000
10/30 Year Building Plan	80,117		12,680		92,797
10/30 Open Spaces Plan	225,064		30,102		255,166
Cemetery / Community	4,771				4,771

Warden					
Staff	12,000	-6,000			6,000
Grants (and deposits)	772	-772	2,575		2,575
Projects Carried Over	7,957	-7,957	19,078		19,078
	358,181	-14,729	68,435		411,887
General Reserve	250,812	-1,543		38,078	287,347
	608,993	-16,272	68,435	38,078	699,234
CIL allocated	472,795				275,165
Reserve Totals -	1,165,772				982,018

Do Members confirm the end-of-year financial position; with the general reserves at £287,347 and the total reserves including CIL and Earmarked reserves £982,018?

- 📎 Annex 4: Financial Budget Comparison.pdf
- 📎 Annex 5: Bank Reconciliation.pdf
- 📎 Annex 6: Cash Book.pdf
- 📎 Annex 7: 25.2 Consolidated Balance Sheet.pdf

- 25.3 **To approve the annual governance statement for 2022/23**
Attached is the Annual Governance Accounting Return (AGAR). The Auditor's form will be forwarded separate (prior to Monday's meeting)

The Chairman to read out each statement and members to confirm each.

- 📎 Annex 8: Annual Internal Audit Report
- 📎 Annex 9: Interim Internal Audit Report 2022-23

- 25.4 **To resolve the accounting statement for 2022/23**
Do Members confirm the accounting statement figures for 2022/23?

- 26 **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.


- 27 **To Receive County and District Councillor Reports**

- 27.1 **County Councillors**

- 27.2 **District Councillors**

- 28 **To Receive Reports and Any Recommendations from Working Groups; Delegated Reports; Clerk's and Officers' Reports:**


28.1 **Clerk's report***

 Annex 10: 28.1 Clerks Report.pdf

29 **Matters Arising from The Minutes for Report and Not Elsewhere on the Agenda**

29.1 **Edenbridge Dementia Friendly**

In April training awareness was provided by Elaine Murray for staff of the Town Council and Smith Scientific. Both organisations are now eligible for Edenbridge Dementia Action Alliance accreditation. (There has been a delay due other projects at Dementia Action Alliance, but formal accreditation and additional resources should be available mid-summer.) Other organisations that have signed up to the 'Pledge' will be offered training over the coming months, with another push to local business to also sign-up to this initiative.

 <https://www.edenbridgetowncouncil.gov.uk/edenbridge/dementia-friendly/>

29.2 **Games Club update**

29.2.1 **to receive an update on funding from Involve Kent for 2023-24 (reduced from £5,000 pa to £1,500 on 6-monthly review)**

Due to funding cuts, Involve Kent has advised that it has had to cut the grant available. I have accepted to continue with the Club on the new terms as there has been several positive outcomes for residents attending, and some of those are difficult to quantify; everyone really enjoys the weekly sessions and the weekly attendance averages 12. The full grants will be directed to Rickards Hall hire.

29.2.2 **to note: a recent grant awarded from the Levelling Up Fund via SDC to provide a community cohesion event for the Games Club and to help attract new members**

The Community Warden and Deputy Clerk submitted a grant application recently for a community cohesion (grant criteria) event. The bid was for an afternoon classical tea for the Games Club members and other residents who have become isolated during pandemic. A grant has been awarded and the details of the event are being organised for a date in July to take place in the courtyard. Invitations will be issued.

29.3 **To receive an update on transition of the new IT Storage (SharePoint) System following recent office closure days to support this**

Whilst there is still IT files that need clearing off the system, we have made good headway and are now trying to firm-up a suitable date with PSTech to move over to SharePoint. May/June is the proposed period. During the transition, each PC will need to have its data removed and re-set to access SharePoint. There will need to be training for all staff and a period of familiarisation.

29.4 **To note: Rickards Hall and Council Office closure dates to facilitate planned treatment works for 'wood boring insect infestation' at Rickards Hall, and Doggetts Barn including office redecoration.**

- Rickards Hall – Closed 11 and 12 May; and 23 May to 5 June
 - Doggetts Barn/Council office – Closed 24 May to 2 June.
- Office clear-out 22&23 May; moving back-in 5&6 June

There will be a mix of staff working out of Rickards Hall and home working.

Waste bags will be available to buy, but for limited hours (est.10 am – 3.30 pm).

29.5 **To receive feedback from the Working Group on King Charles III Coronation event – 7 May**

The Council has received many comments on the Big Lunch event, which was held at the Recreation Ground, having to be moved a couple of weeks prior due to the continued rain and Stangrove Park being just too wet. Heart Of Sevenoaks (HofS) did an amazing job putting on an event for the residents of Edenbridge.

HofS worked with the Deputy Clerk on the Risk Assessment and other details for the event, but on the day, it was all down to HofS. There was a choice of children's activities and crafts, a selection of food vendors, bar and refreshments, and throughout the afternoon a programme of musical entertainment including the Town Band.

There have been so many positive comments received via Facebook, and in the office.

29.6 **To receive an update on an unauthorised access gate at the Recreation Ground (pathway to Pavilion) from private rear garden and to: Members to ratify the expenditure for 29.6.1 and 29.6.2?**

29.6.1 **To ratify total expenditure to date of £2,430 plus further estimate £1,500 for legal fees for investigation, letters and liaison with resident**

£1,500 for legal fees for investigation, letters and liaison with resident (resolutions March 2023; and Clerk and Chairman/Vice Chair approval)

29.6.2 **To ratify total expenditure to date of £2,115 for written correspondence to surrounding properties to clarify and confirm residents backing on to Council land do not have permission to create Page 9 of 12 or have their own private access on to Council land** (resolutions March 2023; and Clerk and Chairman/Vice-Chair approval)

29.7 **To receive a report on the Twinning Association 50th Anniversary Celebrations – weekend 12-14 May**

The Twinning Association worked hard over the past few months to ensure a fitting celebration of 50-years friendship between the two towns. The Associations have dwindled in active members over recent years, and regrettably the decision to was made to winddown the two groups, but the ties with Mont St Aignan remain. On Saturday morning there was a public event in the courtyard with A Capella singers, Marlings Morris Clog dancers and the Town Band. Attending included Tom Tugendhat MP, Cllr Bob Todd (Chairman of ETC), Angela Baker (Vice-Chair), Cllr Alan Layland representing SDC and Cllr Margot McArthur KCC. The Museum has an exhibition on the 50-years of the twinning until end of June. Verbal report at meeting.

Marsh Green community organised its own event which was well attended and included music, merriment and May Pole dancing was enjoyed by all. The Town Band also performed.

29.8 **Training programme for the new Council: A visioning/forward planning business plan sessions has been organised for the new Council (resolution March 2023)**

As part of a new council, training is important. New councillors (co-opted) will attend 'new councillor training' with KALC in due course.

A visioning/forward planning business plan session will help the new Council consider its ambitions and vision for the coming 4-years, and longer-term view.

The half-day session will be led by a professional with experience in helping Councils to develop its Plan, review the current Forward Plan and create something that is more detailed in line with a business plan. NALC encourages this and is also expected as part of its Quality

Council scheme.

To ensure the majority of councillors are able to the session has been booked for Saturday 2 September, 10 am – 2.30 pm (though may finish earlier with less breaks). Officers will also attend.

Finance training on Council EDGE reports – run by RFO and Town Clerk – Monday 19 June, 7.00 pm, Rickards Hall. (This session could also be an opportunity cover other procedural matters.)

Finance Training on Councillors responsibilities, understanding the AGAR and general Q&A on finances session has been arranged with an external trainer for Thursday 5 October, 6.30 – 8.30 pm.

Other training webinars and workshops (NALC and KALC run) that arise will be circulated including bitesize session on civility and respect.

29.9 **Asset of Community Value (ACV) - To note: The nomination for The Swan Inn, Edenbridge to continue as an ACV has been approved (5-years)**

Following full Council resolution in January 2023, when Members noted that in 2018, Council had supported the nomination of The Swan Inn to be included on the register of Assets of Community Value, a nomination to SDC to renewing the listing of The Swan Inn was made. SDC has confirmed the nomination has been successful and will be listed.

30 **Other Business Including Items Referred from Committees for Decision**

30.1 **To consider a review of the Forge Singers Agreement (dated September 1992) and the expenditure of £1,450 plus VAT for a new Lease Agreement to be prepared by the Council's solicitor**

In March, the Forge Singers raised a query regarding the annual rent increase. Looking at records, the initial Agreement was a short letter dated August 1992.

Considering some of the queries raised, it would be sensible to review the arrangements.

A new Lease needs to be drawn-up so that both parties are clear of the arrangements. This lease/agreement would allow a tenant to occupy the land exclusively, for a fixed period of time, with their 'hut'. Whereas a licence grants permission for the licensee to do certain agreed things on the property (e.g. occupy it, store items, etc); it is not for a fixed period and can be terminated by the property owner at any time upon giving notice. A licence also does not allow the licensee to have exclusive possession of the property. The Hut is the exclusive use and responsibility of the Forge Singers therefore requires a Lease. The Lease can be for a fixed term with a notice clause.

Do Members approve the expenditure of up to £1,450 for the legal fees to:

- Check the Town Council's title to the property;
- Preparing a draft lease;
- Negotiate the form of lease with the tenant/their solicitors;
- Dealing with queries raised by the tenant/their solicitors;
- Obtaining signatures to the lease;
- Dealing with formal completion of the lease; and

30.2 **To approve the expenditure of £1,500 for display monitor screen in Doggetts Barn for meeting presentations (budgeted code 1011, projects FPSG Oct 2022)**

Do Members approve of the expenditure of £1,500 for a suitable screen and conference equipment for the Meeting room in Doggetts Barn?

- 30.3 **UK Shared Prosperity Fund (via SDC) funding of up to £15k over 3-years to support High Streets regeneration: To appoint a Working Group to consider viable proposals**
SDC has been awarded funding to work with Town Councils, providing £5k each year of the programme (3 years) towards capital projects, events, promotions to support the Town Centres and markets. The aims of the fund is to help boost productivity, restore sense of community and create opportunities. The UK Shared Prosperity Fund award is part of a wider project, with an allocation for each town council in the district. I have had a meeting with SDC and discussed the potential (and limitations) of this award.

Members to appoint a small Working Group to work with the Town Clerk to consider a potential proposal to help Edenbridge High Street and/or Market.

- 30.4 **To consider and approve a budget (propose £650) to support activities for the Market over the summer**
Love your Market campaign starts 12 May to 31 May. Half term is week 29 May.

The summer school holidays start mid-July through to early September. Last year the Council funded four activities on Market days during the summer which were received well: Mr Hiccup's magic and balloon modelling; cupcake decorating; and face-painting (x2). Would the Council consider a budget to allow some children's activities during holiday periods.

Do Members support a budget of £650 for promotion activities for the Thursday Market over the summer months?

- 31 **Annual Town Meeting – to Feedback from The Meeting 20 March**
The Annual Town Meeting was well received with 105 residents attending. The presentations were interesting and informative. The website has a copy of the slide presentations, with the questions and answer session.

https://www.edenbridgetowncouncil.gov.uk/mc-events/annual-town-meeting-9/?mc_id=758

- 32 **COUNCILLOR ALLOWANCES: to consider whether ETC Members should receive allowances and to investigate the costs of engaging a Parish Remuneration Panel**

he local council may decide to pay a parish basic allowance to the chair only, or to each of its elected members. The local council may also decide to pay travelling and subsistence allowance for the purpose of, or in connection with, the discharge of its functions Part 5 (regs 24 to 32) of the Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 2003 No 1021).

In setting the level of these allowances, the local council must have regard to the recommendations of an independent panel established by the district council (or unitary or county council), usually known as the Parish Remuneration Panel (Reg. 27). The local council does not have to follow the recommendation. The expenses of this panel may be met by those local councils for whom recommendations are made.

It is good practice for Councils to consider the question of Members Allowances, and if it considers it would like to have the option for its Members. However, town and parish councils are not under any obligation to consider the question of allowances for their elected members, nor are recommendations from the PRP binding. Local councils are obliged to consider the PRP's recommendations before adopting an allowances scheme.

Any town or parish council which introduces an allowances scheme following consideration of the PRP's report has to give public notice in the parish, and any scheme is available for inspection or purchase from the town or parish council concerned. Town and parish councils are also required to make available details of allowances paid to councillors following the end of each financial year.

Parish and Town Council basic allowances is usually recommended at 5% of the recommended basic allowance for district council. For comparison: Sevenoaks Town Council; Forest Row Council; the most recent parish and town council's PRP review is for King's Lynn & West Norfolk (October 2021). A dependants' carers' allowance can be included to enable a councillor to attend meetings and engage on council matters. Consideration could also be given to allow for IT provision, optional for councillors who may need this.

Do Members want to investigate the costs of an independent Parish Remuneration Panel (this would be carried by SDC) with a view to allow the choice of Members Allowances for Edenbridge Town Councillors?

https://www.sevenoakstown.gov.uk/Finance_21368.aspx

<https://forestrow.gov.uk/members-allowances>

<file:///etcfs01/Folder>

Redirection/carolineleet/Downloads/Town_and_Parish_Council_Council_Members_Allowance_Review___October_2021.pdf

33 **Council Vacancies**

Procedures for council vacancies is published on the website (section 3). 11 nominations for the May elections were uncontested, this means there are four vacancies.

As the Notice of Election provided the opportunity for councillor nominations, and the opportunity for an election was not called, and that there were no withdrawals, these vacancies can now be filled by co-option. (These four vacancies are not casual vacancies as a Notice has already been served.)

Members are asked if the vacancies are to be filled by co-option and if so would they like to invite interested candidates to apply or are there already known candidates to consider?

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/02/21-02-co-option-guidance-and-procedure-policy-adopted-15.02.21.pdf>

34 **Consultations**

34.1 **Kent County Council Kent Connect to Support New Website**

34.2 **Kent County Council Kent Connect to Support New Website**

tell us what you think – closing date 30 June 2023

<https://letstalk.kent.gov.uk/kentconnecttosupport>

35 **To Receive Reports from Councillors Who Have Attended Meetings of Outside Bodies**

36 **To Consider Any Press Release**

37 **Matters for Future Agendas**

In view of the confidential nature of Agenda Item 38 to be discussed, the Chairman will move that the

- 38 **[CONFIDENTIAL] To Receive the Update on The New Council Logo and Rebranding with Colour Palette and Guidelines**
Confidential item omitted from public papers.

- 39 **Date of Next Meeting – 3 July 2023**