



PLEASE NOTE CHANGE OF VENUE

If you have any questions etc that you wish to ask regarding this meeting please contact the Clerk on 07376 287981 or email clerk@mardenkent-pc.gov.uk . Please let the Clerk know if you wish to attend the meeting.

AGENDA FOR THE ANNUAL PARISH COUNCIL MEETING OF MARDEN PARISH COUNCIL ON 10TH MAY 2022 TO BE HELD AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM

The Vice-Chairman, Cllr Andy Turner, will take the chair for the first item on the agenda. Following this item, the newly elected Chairman will take the chair for the remainder of the meeting.

001/22 ELECTION OF CHAIRMAN

The newly elected Chairman to sign the Declaration of Office of Chairman and witnessed by the Proper Officer.

002/22 ELECTION OF VICE-CHAIRMAN

003/22 PRESENT

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will be taking part in the meeting.

004/22 APOLOGIES FOR ABSENCE

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will not be taking part in the meeting.

005/22 COUNCILLOR INFORMATION

**Declaration of Interest
Changes to Register of Interest
Granting of Dispensation**

006/22 MINUTES OF THE PREVIOUS MEETING

Minutes of the Parish Council meeting held on 12th April 2022 to be agreed and signed as a true record.

007/22 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Members of the public to make themselves known to the meeting as to whether they wish to raise any issue under this item.

The meeting to be adjourned for the following items:

PUBLIC FORUM

Members of the public will be given the opportunity to raise any issue under this item.

EXTERNAL REPORTS

County Councillor Report
Borough Councillors Report
Police Report
Community Warden Report

The meeting to be reconvened to discuss item 008/22 onwards.

008/22 CLERK'S REPORT

Report to be submitted to Cllrs prior to the meeting.

009/22 APPOINTMENT OF COMMITTEES/SUB-COMMITTEES**Committees**

Amenities

Finance

Planning

Sub-Committees

Cemetery

Human Resources

Open Spaces

Public Conveniences

010/22 APPOINTMENT OF SUB-GROUPS AND OUTSIDE BODIES**Sub-Groups**

Allotments

Byelaws

Communications

Emergency Planning

Newsletter

Play Scheme

Stilebridge

Sustainability & Bio-Diversity

Village Events

Outside Bodies

Community Engagement Forum

Making Marden Dementia Friendly

KALC Area Committee (Maidstone)

Marden CIO

Memorial Hall

Police Forum

Patient Participation Group

Public Transport & Highways

011/22 PARISH COUNCIL DOCUMENTS**Terms of Reference**

Council and Committee Terms of Reference to be agreed

Parish Assets

List of parish assets at 31st March 2022 to be agreed

PoliciesExisting Policies

Social Media & Website Policy (new heading of Communications Policy) to be agreed

New Policy

Meeting Attendance Policy – to be discussed and adopted

Delegated Powers

Agreed at March Full Council – any amendments to be made following the new appointments at items 009/22 and 010/22

Parish Council Insurance

Marden PC is in the last year of the three-year term with Came & Company Insurance

Dates of Parish Council Meetings for 2022/2023

Proposed dates for Parish Council meetings in 2022/2023 previously circulated to Cllrs prior to the meeting.

012/22 GENERAL POWER OF COMPETENCE

To be minuted that MPC continues to meet the criteria of the General Power of Competence

013/22 PARISH MATTERS**Reports from MBC and KCC****Police Update/Report from Police Forum**

Crime Figures

Other Police Issues

Communication

Newsletter

Marden Flooding**Cemetery**

Exclusive Right of Burial Certificates

Climate Change, Biodiversity and Carbon-Neutrality**Allotments**

Email received from Redrow

Marden Neighbourhood Watch**Ukraine Refugees****Queen's Platinum Jubilee Celebrations****014/22 COMMITTEE REPORTS****Amenities Committee**

Draft Minutes of the Amenities Committee meeting held on 26th April 2022 had been previously circulated and available on the Parish Council website.

Planning Committee

Draft Minutes of Planning Committee meetings held on 19th April and 3rd May 2022 had been previously circulated and available on the Parish Council website.

Finance Committee

Draft Minutes of Finance Committee meeting held on 3rd May 2022 had been previously circulated and available on the Parish Council website.

Conferences/Meetings/Webinars attended

Memorial Hall AGM – 13th April

Site meetings (Cemetery and Southons Field) – 22nd April

Site meetings (Toilets and Playing Field) – 23rd April

Communications Sub-Group – 25th April

PROW Meeting – 26th April – to be discussed under item 017/22 Highways

MBC Ward Cluster Meeting – 26th April

Meet the Clerks – 28th April

Village Events Sub-Group – 29th April

Borough Council Elections – 5th May

Marden Neighbourhood Plan Open Day – 7th May

MBC Sports & Leisure Consultation – 9th May

Conferences/Meetings/Webinars/Events forthcoming

Meet the Clerks – 26th May

KALC Training & Bitesize Webinars – list previously circulated to Cllrs

015/22 CORRESPONDENCE

016/22 FINANCE

(A) Bank Statements:

The Clerk to provide details at the meeting.

(B) Accounts 2021/2022

(B(i)) Statement of Internal Control

Cllrs to agree statement

(B(ii)) Internal Auditor Report

End of Year Final Report received from the Internal Auditor and circulated to Cllrs prior of the meeting.

(B(iii)) Balance Sheet 31st March 2022

End of year balance sheet of monies held at 31st March 2022. Document to be signed by Chairman and Clerk/Responsible Financial Officer (RFO).

(B(iv)) Annual Governance and Accountability Return (AGAR) 2021/2022

(B(iv)(a)) Section 1 – Annual Government Statement 2022/2023

The Clerk to read out the following statements to Cllrs:

- (1) We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements;
- (2) We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness;
- (3) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances;
- (4) We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations;
- (5) We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required;
- (6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems;
- (7) We took appropriate action on all matters raised in reports from internal and external audits;
- (8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements;
- (9) Trust funds including charitable. In our capacity as the sole management trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. *Not appropriate to Marden PC as not a sole managing trustee of a local trust(s).*

The Chairman and Clerk (RFO) to sign and record minute number.

(B(iv)(b)) Section 2 – Accounting Statements 2021/2022

The Clerk had completed Section 2 with figures from 2020/2021 and 2021/2022 accounts and circulated to Cllrs (also discussed at Finance Committee meeting). Cllrs to confirm statements and the Chairman and Clerk (RFO) to sign and record minute number.

(C) Other Papers for External Auditor

The Clerk explained that several other documents were required to be sent to the External Auditor along with the AGAR which included bank reconciliations, statement of variance, Intermediate Council additional information; and contact details which would need completing following election of new Chairman. The notification of Exercise of Public Rights had been completed and would be placed on notice boards and the website.

(D) Donation Request

Request received from Paddock Wood Community Advice Centre

(E) Payments for ApprovalElectronic Payments

Invoices due to payment to be submitted to the meeting.

017/22 HIGHWAYS AND PUBLIC TRANSPORT**Highways**Highways Improvement PlanFingerpost SignsPublic Rights of Way

Meeting held with the PROW Officer on 26th April 2022

Other Highways Issues**Public Transport**

Alison Hooker (Mrs)

Clerk to Marden Parish Council

Tuesday 3rd May 2022

Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981

clerk@mardenkent-pc.gov.uk / www.mardenkent-pc.gov.uk

Local electors and the press are entitled to listen to Parish Council Meetings but not to take part. An opportunity to speak will be given at the beginning of Council Business.