



BRIEFING NOTE – ANNUAL PARISH COUNCIL MEETING 7TH MAY 2024

Prior to the meeting all Cllrs completed and signed the Declaration of Office which had been witnessed and signed by the Clerk.

The current 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.

001/24 ELECTION OF CHAIRMAN

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

002/24 ELECTION OF VICE-CHAIRMAN

003/24 PRESENT

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

004/24 APOLOGIES FOR ABSENCE

To receive 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.

005/24 COUNCILLOR INFORMATION

Registers of Interest

Cllrs to complete new register of interest forms.

Declaration of Interest

Granting of Dispensation

006/24 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Parish Council meeting held on 9th April 2024.

[Full Council Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](https://www.mardenkent-pc.gov.uk)

007/24 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

If in attendance the following would provide a verbal report.

County Councillor Report

Borough Councillors Report

Police Report

Community Warden

The meeting to be reconvened to discuss item 008/24 onwards.

008/24 CLERK'S REPORT

To receive and note the Clerk's report. [Copy provided prior to meeting.](#)

009/24 APPOINTMENT OF COMMITTEES/SUB-COMMITTEES

Cllrs to be appointed to the following Committees and Sub-Committees

Committees

Amenities

Finance

Planning

Sub-Committees

Cemetery

Human Resources

Open Spaces

010/24 APPOINTMENT OF SUB-GROUPS AND OUTSIDE BODIES

Cllrs to be appointed to the following Sub-Groups and Outside Bodies

Sub-Groups

Allotments

Byelaws

Communications

Emergency Planning

Environment

Play Scheme

Village Events

Neighbourhood Plan Steering Group

Outside Bodies

Community Engagement Forum

KALC Area Committee (Maidstone)

Maidstone Borough Council Cluster Group

Marden Dementia Group

Memorial Hall

Patient Participation Group

Public Transport & Highways

011/24 PARISH COUNCIL DOCUMENTS**Terms of Reference**

[copy provided prior to meeting](#)

To receive and note final document which was discussed at previous Full Council meeting.

Parish Assets

[copy provided prior to meeting](#)

To receive and agree the list of parish assets at 31st March 2024.

Dates of Parish Council Meetings for 2024/2025

[copy provided prior to meeting](#)

To receive and note the proposed dates for Parish Council meetings in 2024/2025.

012/24 GENERAL POWER OF COMPETENCE

[explanation provided prior to meeting](#)

To resolve that Marden Parish Council continues to meet the criteria of the General Power of Competence.

013/24 PARISH MATTERS**Reports from MBC and KCC**

[Any written reports to be provided to the meeting](#)

Police Update/Report from Police ForumCrime Figures

Crime Figures can be found at: [Marden and Yalding | Your area | Kent Police | Kent Police](#)

Other Police Issues**Communication**Newsletter**Marden Flooding****Cemetery**Exclusive Right of Burial Certificates

[One certificate to sign.](#)

Allotments

Email received from Redrow

[Details to be provided at the meeting.](#)

Marden Parish Council – Co-option

To note that MPC is able to co-option for the two vacancies left following the uncontested election.

[Notification of co-option advertised 2nd May \(closing date 31st May 2024\)](#)

014/24 COMMITTEE REPORTS**Amenities Committee**

To note the draft Minutes of Amenities Committee meeting held on 23rd April had been previously circulated and available on the Parish Council website.

[Amenities Minutes and Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#)

Planning Committee

To note the draft Minutes of Planning Committee meetings held on 16th and 30th April had been previously circulated and available on the Parish Council website.

[Planning Committee Minutes/Agenda - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#)

Finance Committee

To note the draft Minutes of Finance Committee meeting held on 30th April 2024 had been previously circulated and available on the Parish Council website.

[Finance Committee Minutes/Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#)

Conferences/Meetings/Webinars attended

Those in attendance to update the meeting on the following:

Parking/Traffic Meeting – 15th April 2024

Dementia Group AGM – 18th April 2024

Marden Primary Academy Community Consultation – 25th April 2024

NALC Climate Webinar – 26th April 2024

Marden Primary Academy – 2nd May 2024

Community Forum Meeting – 2nd May 2024

Elections – 2nd May 2024

Changing Rooms meeting – 7th May 2024

Conferences/Meetings/Webinars/Events forthcoming

Emergency Planning Training – 21st May 2024 [The Clerk attending](#)

80th Anniversary D-Day Beacon Lighting – 6th June 2024 [All invited to attend](#)

NALC Climate Change webinar – 26th June 2024 [Cllr Boswell attending.](#)

MPC Meetings to be arranged:

Meeting with Kent Highways following meeting held on 15th April and 2nd May

Byelaws Sub-Group

Assets of Community Value Sub-Group

Cemetery Sub-Group

015/24 CORRESPONDENCE

Marden Parish Church Magazine
KALC Newsletter – April edition

016/24 FINANCE**(A) Bank Statements:**

The Clerk to provide details at the meeting.

(B) Accounts 2023/2024:

[Papers to be available at the meeting.](#)

(B)(i) Statement of Internal Control

Cllrs to receive and agree statement previously circulated to Cllrs. Document to be signed by the Chairman and RFO.

(B)(ii) Internal Auditor Report

Cllrs to receive and note the end of year Final Report received from the Internal Auditor.

(B)(iii) Bank Reconciliation/Balance Sheet 31st March 2024

Cllrs to receive and accept the end of year bank reconciliation at 31st March 2024 signed at the Finance Committee on 30th April 2024.

Cllrs to receive and agree the end of year Balance Sheet as at 31st March 2024 - to be signed at the meeting.

(B)(iv) Annual Governance and Accountability Return (AGAR) 2023/2024**(B)(iv)(a) Section 1 – Annual Government Statement 2023/2024**

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 2023/2024

The Clerk had completed Section 2 with figures from 2022/2023 and 2023/2024 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

Documents to be provided at the meeting.

AGAR documentation:

To receive and note the additional documents to be sent to the External Auditor.

Internal Auditor certificate

To receive and note the Internal Auditor's year-end AGAR certificate.

(D) Donation Request

CLLrs to consider request received from Paddock Wood Community Advice Centre.

(E) Payments for Approval

Electronic Payments

Invoices due to payment to be submitted to the meeting.

017/24 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan

Other Highways Issues

Public Transport

Tuesday 30th April 2024

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 in line with MPC's Public Participation Policy [Microsoft Word - Public Participation Policy March 2024 \(mardenkent-pc.gov.uk\)](#).

The whole of the meeting can be recorded, except where there are confidential or exempt items. If any member of the public has an objection to being filmed, please make yourself known to the Chairman or Parish Clerk before the start of the meeting [Microsoft Word - Filming and Recording of Meetings March 2024 \(mardenkent-pc.gov.uk\)](#)