

MARDEN PARISH COUNCIL: Quality Gold Criteria 6:

Manages the performance of the Council as a corporate body

Marden Parish Council (MPC) comprises of 11 Cllrs and its Full Council meeting is held on the 2nd Tuesday of each month and has the following Sub-Groups reporting to it:

Allotments; Communications and Emergency Planning

MPC has a committee structure with the following Committees/Sub-Committees:

Amenities Committee: comprises of 8 Cllrs and meets every 4th Tuesday of the month (excluding December)

Sub-Committees of the Amenities Committee are:

Cemetery and Open Spaces

Sub-Groups of the Amenities Committee are:

Byelaws; Environmental; Play Scheme and Village Events

The above are held as and when required.

Finance Committee: comprises of 6 Cllrs and meets every quarter.

The HR Sub-Committee falls under the Finance Committee and has 5 Cllrs. It meets every quarter prior to Finance (unless any urgent staffing matter requires attention).

Planning Committee: comprises of 8 Cllrs and meets on the 1st and 3rd Tuesday of each month.

Marden Neighbourhood Plan Steering Group reports to the Planning Committee.

The Council, Committees, Sub-Committees and Sub-Groups all have terms of reference governing the way it is run.

Staffing

Marden Parish Council has five members of staff:

Full Time Clerk who is also the Responsible Financial Officer. The Clerk covers Full Council, Finance and Planning meetings along with the relevant Sub-Committees and Sub-Groups.

Part-time Deputy Clerk covers Amenities Committee and its relevant Sub-Committees/Sub-Groups.

Part-time Administrative Assistant

Two part-time groundmen

There is an appraisal system in place for staff currently completed by the HR Sub-Committee Chairman which identifies training issues required by staff including those required to keep them up to date with legislation. Training is given to new staff and a training policy is in place (Learning and Development Policy: [Council Policies and Procedures - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](https://www.mardenkent-pc.gov.uk/council-policies-and-procedures) for all Cllrs and employees.

The Clerk has attained the Certificate in Local Council Administration (CiLCA) and continues to update her training as required and maintains obtaining 12 CPD points a year as part of her appraisal. The Deputy Clerk has Institute of Local Council Administration (ILCA). The Deputy Clerk will be working towards CiLCA in 2025.

Marden Parish Council has a wide range of policies, procedures and risk assessments which are reviewed and updated regularly and in line with changes to legislation.

It has an action plan/business plan along with a four year financial business plan which all lay out projects and budget setting processes for the next four years.

Annual review is undertaken in regard to insurance cover and a 3-year agreement with the insurance provider was entered into in 2023.