



Edenbridge Town Council

Town Clerk: Caroline Leet



Notice is hereby given of Edenbridge Town Council EXTRAORDINARY meeting to be held via Zoom on Thursday 22 April at 7.00 pm, which Councillors are summonsed to attend.

Members of the public are welcome to attend. To obtain details about how to attend the meeting remotely, and if you wish to comment on an agenda item, please e-mail the Town Clerk by Thursday 22 April at 9.00 am.

Town Clerk

16/04/2021

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 Town Clerk in advance so that appropriate arrangements can be made.

AGENDA

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. DECLARATIONS 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.

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 [8 March](#) (9502-9505)

5. TO MAKE RESOLUTION TO CONTINUE HOLDING REMOTE MEETINGS UNTIL THE GUIDELINES AND LIFTING OF RESTRICTS PERMITS IT TO MEET SAFELY

6. TO APPROVE THE EXPENDITURE OF UP TO £1,485 FOR ALL GROUNDSTAFF AND THE OFFICE STAFF TO RECEIVE FIRST AID TRAINING

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 and the Local Government Act 1972 s100 and 102.

7. TO APPROVE THE TENDER AWARD FOR THE THURSDAY MARKET MANAGEMENT ON A THREE-YEAR AGREEMENT
8. TO CONFIRM THE PROPOSED AREA TO BE LEASED FOR THE THURSDAY MARKET
9. TO REVIEW THE MOBILE BANKING ARRANGEMENTS
10. TO CONSIDER GRANTING USE OF THE COUNCIL'S TN8 LICENCE FOR THE NEW MARKET TENDERER FOR ITS PROMOTIONAL EVENT ACTIVITIES
11. TO CONSIDER ANY PRESS RELEASES
12. MATTERS FOR FUTURE AGENDAS
13. DATE OF NEXT MEETING – 10 May Annual Meeting of the Town Council

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 currently only allows for public meetings to be held virtual up to 7 May 2021.

** Report/paper attached ** Confidential paper (draft papers) Copies of the agenda and background papers, except any exempt items, are available from Doggetts Barn before the meeting and plans can be examined there (Monday – Fridays 9.00 am – 5.00 pm)*

Report to full Council and Town Clerk's Report

April 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.

Agenda

5. TO MAKE RESOLUTION TO CONTINUE HOLDING REMOTE MEETINGS UNTIL THE GUIDELINES AND LIFTING OF RESTRICTS PERMITS IT TO MEET SAFELY

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 currently only allows for public meetings to be held virtual up to 7 May 2021.

There is a High Court legal challenge by Lawyers in Local Government and ADSO, which is supported by NALC, LGA and other national bodies, being heard on 21 April. NALC's advice remains that councils should now be preparing for the real possibility of a return to face-to-face meetings.

The current Government guidelines for multi purpose community halls does not allow meetings until after 17 May, when more community activities can take place subject to size limits (and only at 50% capacity and the rule of 6). The Government guidelines for community facilities says: *Social distancing and capacity - Measures should be in place to ensure all users of community facilities follow the guidelines on social distancing, including strict adherence to social distancing of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable) are acceptable*. It is also recommended that face-coverings are worn. Click [here](#) for more information.

Rickards Hall, at 50% capacity would struggle to accommodate a council or committee meeting with the appropriate table layout to allow for social distancing; this is before allowing seating for the public.

I have contacted the SLCC for advice as not all parish and town councils have large enough facilities to facilitate public meetings whilst adhering to the Covid-19 guidelines. In its reply, it said: *it is a decision for the Council to make as to which Legislation it will comply with and which it will discount. Whatever its decision, it has been placed in a mobius loop... NALC the SLCC and ADSO are all awaiting the High Court Judgement until that time there is no answer to your question, I am afraid, the SLCC are pointing you to the Risk Assessment to make that decision as per Government guidelines*.

As the Council has a number of meetings before 21 June, when all restrictions are due to be lifted, **do members consider it appropriate to make a resolution to continue holding remote meetings until the guidelines and lifting of restrictions permits it safe to meet?**

6. TO APPROVE THE EXPENDITURE OF UP TO £1,485 FOR ALL GROUNDSTAFF AND THE OFFICE STAFF TO RECEIVE FIRST AID TRAINING

With a number of staff retiring, the office requires new first aiders. The Groundstaff only have one qualified first aider; this is due for renewal. Having completed a First Aid requirements calculator (based on the HSE model) the statutory minimum requirements are:

Council Office x 2 First Aid at Work

Open Spaces x 2 First Aid at Work

Costs:

3-day First Aid at Work course – 1 person is £270

2-day First Aid refresher – 1 person £180

1 day Emergency First Aid at Work – 1 person £90

Minimum external training courses cost £990 plus travel expenses

Or:

An exclusive course in-house course which can accommodate the full 3-day First Aid at Work, the 2 day refresher and a one-day emergency at work if needed. This would allow for all groundstaff to receive first aid training, other office staff and possibly a couple of councillors who sit on the Emergency Planning Committee.

up to 12 candidates £1,485.00 plus vat

up to 6 candidates £1,335.00 plus vat

To allow all groundstaff to receive training, the Community Warden and minimum of two office staff and other staff/councillors **Do Members approve the expenditure of up to £1,485 for and in-house first aid training course?**

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 and the Local Government Act 1972 s100 and 102.

Items 7 to 10.