

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

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

Town Clerk
25 October 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

- 1 To Receive Apologies for Absence**
- 2 Declaration of Interests or Predetermination**
- 3 Public Questions and Statements**
- 4 To receive, adopt and sign the minutes of the Council meeting held on 11 September 2023 (2023-00XXXXX)**
- 5 To receive County and District Councillor Reports**
 - 5.1 County Councillor
 - 5.2 District Councillors
- 6 To adopt the following reports/minutes of meetings**
 - 6.1 Planning Committee meetings 25 September 2023-019/01-02; 16 October 2023-021/01-03
 - 6.2 Finance Committee 24 July 2023-xx/01-xx; Finance & Governance Committee 09 October (minutes to be published)
 - 6.3 Personnel Committee meetings 05 September 2023-016/01; 19 October 2023-XXX (tbc)
 - 6.4 Open Spaces Committee 18 September 2023-18/01-tbc
 - 6.5 Forward Planning Steering Group 23 October 2023-xx/01-xx (tbc)
- 7 To receive recommendations from Committees**
 - 7.1 To receive recommendations from Finance & Governance Committee
 - 7.1.1 To note: AGAR has received a clean audit by the external auditor and the note the Notice of Conclusion of Audit was published 27 September
 - 7.1.2 To note: Governance Risk Assessment Annual Review
 - 7.1.3 To approve the updates to the Terms Of Reference
 - 7.1.4 Adult Safeguarding Policy: To receive and approve draft policy
 - 7.2 To receive recommendations from Personnel Committee 19 October
 - 7.2.1 To ratify the appointment of the Grounds Apprenticeship - Kai Day
 - 7.2.2 To ratify the appointment of the Community Warden - Kevin McGovern
 - 7.2.3 To ratify the appointment of the Open Spaces Officer
 - 7.2.4 To ratify the appointment of a temporary meeting minutes Clerk
 - 7.3 To receive recommendations from the Forward Planning Steering Group

- 7.3.1 Annual events - to include a budget of £10k for an annual community event
- 7.3.2 To support a budget of £5k to improved cyber security and compliance service improvements and upgrade

8 To receive reports and any recommendations from working groups; delegated reports; clerk's and officers' reports

- 8.1 Clerk's Report

9 Matters arising from the minutes for report and not elsewhere on the agenda

- 9.1 Thursday Market: To receive an update on Christmas activities
- 9.2 To receive an update on maintenance work for Rickards Hall
- 9.3 Edenbridge Remembrance Sunday 12th November 2023
- 9.4 Council vacancies

10 Considerations for budget 2024/25

- 10.1 Summer Play Days: To approve a budget of £3,300 for four summer play days
- 10.2 Review of 10-year maintenance Plans for Church House and Doggetts Barn, budget of £2,400 for two building surveys with new 10-year plans

11 Draft Local Plan second phase, Reg 18: To consider engaging a consultant to assist the Council its response and to set a budget for the current year and the next year, 2024-25

12 Pavilion: To receive a report on recent mould issue at Football Changing room area

- 12.1 To ratify the expenditure for the surveyor to review the Pavilion and 10-years maintenance plan, £1,200.

13 Pavilion replacement windows and new electric shutters: To receive the tenders and confirm contractor

14 To confirm the revised and update byelaws for the Council's open spaces and car parks are now ready for an application to the DLUHC for confirmation and approval

15 OTHER BUSINESS including items referred from Committees for decision

- 15.1 To approve the contract renewal with Worknest for Employment Law & HR Support, Health and Safety Audits for a further 5-years, and the annual expenditure of £2,533, plus Legal Expenses Admin fee cover £55 pa and Legal Expenses Insurance (employment claims) £227.50 for 14 employees
- 15.2 To receive a request to permit a refreshment trader to trade from the Recreation Ground Pavilion Car Park at weekends

16 Consultations

- 16.1 The draft High Weald AONB Management Plan 2024-2029 - closes 5 November 2023

17 To receive reports from councillors who have attended meetings of outside bodies

18 To consider any press releases

19 Matters for future agendas

20 Date of next meeting - 04 December