

# WEST MALLING PARISH COUNCIL

**ALL COUNCILLORS ARE HEREBY SUMMONED TO ATTEND  
THE ANNUAL MEETING OF THE PARISH COUNCIL  
TO BE HELD ON MONDAY 13<sup>TH</sup> MAY 2024 AT 7.30 PM  
AT THE WEST MALLING VILLAGE HALL, NORMAN ROAD**

## AGENDA

- 1.1 **Election of Chair** – for members of the Council to elect a Chair for 2024/25 [LGA 1972 ss15(2) and 34(2)]
- 1.2 **Declaration of Office** – to receive declaration of acceptance of Office from the Chair [LGA 1972 s83(4)]
- 2 **Election of Vice-Chair** - for members of the Council to elect a Vice-Chair for 2024/25 [LGA 1972 s15(6) & 34(6)]
- 3 **Apologies for Absence** – to receive [LGA 1972 s85(1)]
- 4 **Committee & Working Group Structure and Membership**
  - 4.1 **To consider the need for statutory or standing committees and to establish membership:**
    - Amenities Committee
    - Finance & General Purposes Committee
    - Highways, Transportation & Streetlighting Committee
    - Planning Committee
  - 4.2 **To consider the need for any new committees in accordance with Standing order 4**
  - 4.3 **To consider the need for WMPC working groups and to establish membership:**
    - Climate Change & Biodiversity Action Group
    - Neighbourhood Plan Steering Group
    - Rotary House Working Group
    - Document Review Group
  - 4.4 **To confirm representatives to the following and to agree arrangements for reporting back to Full Council where appropriate:**
    - West Malling Village Hall Management Committee
    - Kent Association of Local Councils – Tonbridge & Malling Area Committee
    - TMBC - Parish Partnership Panel
    - Blaise Farm Liaison Group
    - Chamber of Commerce
    - Malling Action Partnership (MAP)
    - WMGP Patient Participation Group
    - Broadwater Action Group
  - 4.5 **To confirm appointment of Tree Wardens**
  - 4.6 **To consider and approve Terms of Reference for standing committees** – see Standing Orders Section 4.5
  - 4.7 **To consider and approve Terms of Reference for the Climate Change & Biodiversity Action Group and the Neighbourhood Plan Steering group**
  - 4.8 **To determine the time and place of ordinary meetings of the full council**
5. **To review the following for adoption:**
  - Standing Orders
  - Financial Regulations

- 6 **Review of the Council and or staff subscription to other bodies** - see list
- 7 **Review of the Council's complaints procedure:**  
Complaints procedure/vexatious complaints procedure (last adopted 3/4/23)
- 8 **Review of the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation:**  
GDPR Policy (last adopted 8/4/24)  
Model Publication Scheme (last adopted 2/10/23)
- 9 **Review of the Council's employment policies**  
Equality & Diversity Policy (last adopted 4/12/23)  
Dignity & Work Policy (last adopted 4/12/23)  
Sickness & Absence Policy (last adopted 8/4/24)  
Grievance Policy (last adopted 8/4/24)  
Health & Safety Policy (last adopted 8/4/24)  
Lone Workers (last adopted 8/4/24)

All policies can be found on the parish council website at:  
[Financial Reporting & policies \(westmallingpc.org\)](http://westmallingpc.org)

To undertake to review delegation arrangements to committees, staff and other local authorities  
To undertake to review the Council's policy for dealing with the press and media  
To undertake to review an attendance policy for WMPC Members.

- 10 **General Power of Competence** - for Council to consider if it wishes to exercise the general power of competence in the future.
- 11 **Finance/assets**  
To note end of year financial statement and financial breakdown – AGAR to be considered at June Full Council  
To review Council's Section 137 expenditure incurred during the 23/24 financial year  
To confirm arrangements for insurance cover in respect of all insured risks.  
To review inventory of land and assets

### **To commence ordinary meeting of the Council**

- 1 **Apologies for Absence** – to receive [**LGA 1972 s85(1)**]
- 2 **Declarations of Interest** – to receive [**LA 2011 s31**]
- 3 **To approve the minutes** of the Parish Council Meeting held on 8<sup>th</sup> April 2024 [**LGA 1972 Sch 12. Para 41(1)**]
- 4 **Matters Arising** from the minutes not otherwise on the agenda
- 5 **Chairman's Announcements**
- 6 **Public session** An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Members of the public may make only one address to the council of no more than five minutes' duration. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration. This session shall not exceed fifteen minutes unless directed by the chairman of the meeting.
- 7 **Questions from councillors**

**8 Policing Matters**

**8.1 Policing Report** – to receive April report if available.

**8.2 Other Policing Matters**

**Matters requiring decisions**

**9 Local Plan** – to receive update

**10 Rotary House**

Please note that due to the confidential nature of this item (legal matters) it may be advisable in the public interest that the public and press be temporarily excluded and asked to withdraw in accordance with the Public Bodies (Admission to Meetings) Act 1960

To receive an update if available

**11 Meetings with Developers** – recommendation from the Planning committee that Full Council consider whether as a matter of policy, WMPC meet with housing developers when approached to do so.

**12 Public Conveniences Risk Assessment** - recommendation from the Amenities Committee that the draft Risk assessment be adopted.

**13 Financial Matters**

**13.1 Accounts for Payment** – to approve

**13.2** To note that payments in the sum of £4,453.11 were authorised at the Planning meeting on 23<sup>rd</sup> April.

**13.3 Financial Statement** – up until 30<sup>th</sup> April 2024

**13.4 Internal Auditor** – to note that the internal audit was undertaken on 10<sup>th</sup> May. To ratify the decision to re-appoint Lionel Robbins as the internal auditor for WMPC for the 23/24 financial year; this decision having been reached after the issuing of the April Full Council agenda.

**Matters for Report**

**14 To receive/approve**, as appropriate, the reports of committees and representatives:

**14.1 Highways Committee** - to receive, for information, the draft minutes of meeting held on 3<sup>rd</sup> April 2024 (unavailable at the April meeting)

**14.2 Amenities Committee** – to receive, for information the draft minutes of meeting held on 15<sup>th</sup> April 2024

**14.3 Planning Committee** – to receive, for information, the agreed minutes of the meeting held on 12<sup>th</sup> April and the draft minutes of meeting held on 23<sup>rd</sup> April

**14.4 Macey's Meadow Advisory Committee** – to receive, for information, the draft minutes of the meeting held on 4<sup>th</sup> April.

**14.5 Climate Change & Biodiversity Action Group** - to receive, for information, the draft notes of the meeting held on 18<sup>th</sup> April.

- 14.6 Broadwater Action Group**
- 14.7 Malling Action Partnership (M.A.P.)**
- 14.8 School Governors**
- 14.9 Malling Society**
- 14.10 Chamber of Commerce / Christmas Lights Committee** – to note that the next meeting is to be held on Tuesday 14th May or Thursday 23rd May at The Swan, 5.30
- 14.11 Tonbridge & Malling Borough Council**  
Parish Partnership Panel – to note that the next meeting is scheduled for 30th May.
- 14.12 KALC/NALC/ACRK**  
KALC – to note receipt of KALC News May 2024

### **Administration**

- 15 Committee Meeting dates** – to agree/note dates for meetings where necessary and/or receive update on progress of:
  - Amenities Monday 20th May at West Malling Village Hall, 7.30pm
  - F&GP – tbc
  - Planning – Tuesday 28th May 2024 at West Malling Village Hall, 7.30pm
  - Climate Change & Biodiversity Action Group – Thursday 16th May, 6.30
  - Macey's Meadow Advisory Committee – Thursday 23rd May at The Clout, 7pm
- June Full Council – Monday 3rd June 2024
- 16 Report of Borough Councillors**
- 17 Report of County Councillor**



**Claire Christmas**  
**Clerk to the Parish Council**  
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**8th May 2024**