

MINUTES OF A MEETING OF KINGS HILL PARISH COUNCIL HELD AT 7.30 P.M. ON THURSDAY 22 JUNE 2023 IN THE KINGS HILL COMMUNITY CENTRE

Present: Cllrs: M. Colman, M. Hartman, J. MacKay, F. Mclymont, S. Kirk, T. Petty (Chairman), N. Sherlaw & D. Rush

Officer Present: Karen Bell (Parish Clerk)

Others Present: Mr. M. Guyton (TMactive) & 2 residents

Apologies: Cllrs Barker and Vincent, Ms. S Edmonds (Community Warden Team Leader), County Councillor S. Hudson & Borough Councillors. D. Harman & K. Tanner

Cllr. Petty opened the meeting and welcomed all present.

FC 104 Apologies for Absence and absentees: It was proposed, seconded and:
RESOLVED: To accept the apologies from Cllrs. Barker (holiday) and Vincent (Holiday) **Unanimous**

FC 105 Declaration of Interests and / or lobbying and intention to record.

FC 105.1 Cllr Rush declared an interest in item FC 112

FC 105.2 A resident present stated that he was recording the proceedings.

FC 106 Public Forum: No questions asked by members of the public.

FC 107 Reports from County Councillor, Borough Councillors, Police representatives & Community Warden if present

Kent Police: Information regarding the new Community Policing team was received, noted, and copied to members. It was further noted that Kent Police aspired to attend one meeting every three months.

FC 108 Minutes

FC 108.1 Minutes from the Annual Meeting of the Parish Council held on 11 May 2023: It was proposed, seconded and:

RESOLVED: Subject to a minor amendment, the minutes were approved and signed by the Chairman as a correct record of the proceedings.

Unanimous

FC 108.2 Update on any matters arising not included elsewhere on the agenda. None

FC 108.3 PTECC Committee: The minutes from the meetings held on 18 May 2023 and 01 June 2023 were noted. **Noted**

Cllr Petty proposed that Standing Orders be suspended to vary the order of the agenda and to bring forward item FC 111. As the item was to discuss confidential information, he further proposed that in accordance with the Provisions contained within The Public bodies (Admission to Meetings) Act 1960 Sec 1 (2) that the public be asked to leave whilst this item was discussed. This motion was seconded and agreed. **Unanimous.**

These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions made at the meeting.

Chairman: **Date:** 20 July 2023

- FC 111 Sports Park**
FC 111.1 Tmactive CEO Report: Mr Guyton was welcomed to the meeting; he provided an overview of business operations at the Sports Park which included non-audited financial information at 31 March 2023 and updates in respect of floodlighting and 3G pitch renewal. **Noted**

Members of the public were recalled to the meeting room.

- FC 111.2 Expenditure for approval:** Following a discussion, it was proposed, seconded and:
RESOLVED: That the following items of expenditure would be approved: **Unanimous**
- | | |
|---------------------------|------------|
| 2023 / 2024 - Service Fee | £20,000.00 |
| Capital Renewals - Radios | £281.94 |

- FC 109 Finance & Governance**
- FC 109.1 Bank**
- FC 109.1.1 Statements & Reconciliations at 31 May 2023:** The bank statements and reconciliations were received and noted. The bank balance was £731,187.53 (Current £309,574.06, Reserves £421,613.47). **Noted**
- FC 109.1.2 Signatories:** It was proposed, seconded and:
RESOLVED: That Cllr Hartman would be added to the Unity Trust signatories. **Unanimous**
- FC 109.2 Reserves**
- FC 109.2.1 Review of Reserves:** Following a discussion, it was proposed, seconded and:
RESOLVED: That the historical reserves and the reserves identified from the 2022 / 2023-year end be noted. **Unanimous**
- It was further.
RESOLVED: That reserves be specifically earmarked for the 3G Pitch renewal **Unanimous**
- FC 109.2.2 Investment:** It was reported that KHPC's financial assets were in accounts held with Unity Trust and that as KHPC's budget was more than £500K its cash assets were not protected by the FSA, and it would be prudent for KHPC to

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Chairman: Date: 20 July 2023

“spread the risk”. By opening accounts with one or more suitable investment vehicles. The information provided by the Clerk outlining potential investment opportunities was noted. Following a discussion, it was proposed, seconded and:

RESOLVED: That Cllr. Hartman together with the Clerk would research investment opportunities and bring recommendations to the next meeting of the full council for consideration. **Unanimous**

FC 109.3 Financial Transactions

FC 109.3.1 Payments for Approval: It was proposed, seconded and

RESOLVED: That the payments for the period up to 22 June 2023 as per the listings copied to members be approved and that the listings be appended to the minutes and added to the website.

Unanimous

FC 109.3.2 Receipts for Noting: The receipts for the period up to 22 June 2023 were noted. It was further noted that the listings as copied to members would be appended to the minutes and added to the website.

Noted

FC 109.4 Donations: Following a discussion, it was proposed, seconded and:

RESOLVED: That a donation of £500.00 would be awarded to Homestart SW Kent.

**By Majority
1 abstention**

It was further.

RESOLVED: That the proceeds from the Coronation Event totalling £171.00 would be donated to the Kings Hill Foodbank.

Unanimous

FC 109.5 Coronation Commemorative Events / Projects

FC 109.5.1 Receipts and Payments Statement: The statement as at 22.06.23 was noted as follows.

Noted

Budget	
KHPC	£3,500.00
National Lottery Grant	£8,300.00
Total Budget	£11,800.00

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Chairman: **Date:** 20 July 2023

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Less Expenditure

Grants to KH Schools	£1,200.00
Coronation Memorabilia	£85.00
Resident Street Parties	£1,281.42
KHPC event	£2,667.00
Balance	£6,566.58

FC 109.5.2 Coronation Memorabilia: It was reported that KHPC was successful in bidding £85.00 for the Coronation Crown memorabilia which had been auctioned by Discovery School. It was further reported that the creator was delighted that the item would be remaining in Kings hill. Following a discussion, it was proposed, seconded and:
RESOLVED: That KHPC would make an additional top up donation of £65.00. **Unanimous**

FC 109.5.3 Commemorative Oak (Replacement Tree): Members were asked to ratify a recommendation from the PTECC Committee held on 01 June 2023 for KHPC to plant a replacement tree in Anson Avenue. It was noted that PTECC would like an oak tree to replace the diseased tree which had been removed earlier this year and the cost of the tree planting would be £1,192.61 plus an additional £873.80 for the supply and installation of a galvanised steel guard. It was further noted that the costs could come from the Coronation budget. Following a discussion, it was proposed, seconded and:
RESOLVED: That the Commemorative Oak be approved at the total cost of £2,066.41 with the cost coming from the Coronation budget. **Unanimous**

FC 109.5.6 Improvements to Phase 1 Play Area: It was reported that in March 2023 KHPC had agreed that quotations would be sought for consideration and that residents would be asked to suggest ideas for new equipment. Residents had been consulted and quotations received and copied to members for consideration. Following a discussion, it was proposed, seconded and:
RESOLVED: That consideration would be deferred to the next meeting for members to peruse the quotations and visit the site. **Unanimous**

It was further.
RESOLVED: That additional consultation would be carried out with the resident who had made the original suggestion for improved play equipment. **Unanimous.**

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Chairman: **Date:** 20 July 2023

FC 109.5.7 General Power of Competence (GPC): It was reported that the General Power of Competence Localism Act 2011 S1 (1) gave Local Authorities including local councils “the power to do anything that individuals generally may do as long as they do not break any other laws”. It was further reported that to qualify to use the Power, councils must demonstrate that they were eligible to do so by having a qualified Clerk, at least two thirds of the members having stood for election and that the council had resolved that it met the conditions. Following a discussion, it was:

RESOLVED: That having met the eligibility conditions as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, that KHPC would adopt the General Power of Competence.

**By Majority
1absention**

It was further.

RESOLVED: That GPC would be reviewed annually at the Annual Meeting of the Parish Council.

Unanimous

FC 110 Committee and Working Groups

FC 110.1 Review of existing Committee and Working Group Structure: It was noted that this item had been deferred from the AMPC held on 11 May 2023. Following a discussion, it was proposed, seconded and:

RESOLVED That the PTECC Committee would be split into two committees to form a Planning and Transport Committee and a Climate Change and Environment Committee. **Unanimous**

It was further.

RESOLVED: That the Committee membership of the Planning & Transport Committee would be Cllrs. Barker, Colman, Kirk, MacKay, Mclymont, Petty, Rush and Sherlaw. **Unanimous**

It was further.

RESOLVED: That the Committee membership of the Climate Change & Environment Committee would be Cllrs. Barker, Colman, Mclymont & Sherlaw. **Unanimous**

It was further.

RESOLVED: That a Strategic Planning Working Group would be formed which would meet on a regular basis and report to full council. **Unanimous**

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Chairman: **Date:** 20 July 2023

It was further.

RESOLVED: That membership of the Strategic Planning Working Group would consist of Cllrs. Colman, Hartman, Mclymont, Kirk, Petty, Vincent & Sherlaw and that non WG members would be welcome to attend meetings of the Working Group. **Unanimous**

FC 110.2 **Review of Terms of Reference and Scheme of Delegation:** It was noted that this item had been deferred from the AMPC held on 11 May 2023. Following a discussion, it was proposed, seconded and:

RESOLVED: That the revised Terms of Reference and Scheme of Delegation which had been copied to members would be noted and following the changes to the Committee and Working Group structure as per FC 110.1 the document would be amended and recirculated for consideration at the next meeting. **Unanimous**

FC 110.3 **Ex Officio & Substitute Representatives:** The definitions as provided by the Clerk were received and noted. **Noted**

FC 111 Item taken earlier in the meeting.

FC 112 **Allotments**
FC 112.1

Review of Allotment Rents for 2024 / 2025: Following a discussion, it was proposed, seconded and:

RESOLVED: That there would be no increase to the allotment rents for 2024 / 2025 which would remain at £39.95 / plot. **By Majority**
1 abstention

FC 112.2 **Site Improvements:** Attention was drawn to the following:

- Request received for a pedestrian gate to be installed alongside the existing vehicle access.,
- Request received for additional landscaping of the perimeter of the new allotment site i.e., wilding.
- Request received for solar power on the “Big Shed” communal area at a cost of approx. £2K.

Following a discussion, it was proposed, seconded and:

RESOLVED: That allotment site improvements would be delegated to the Climate Change and Environment Committee who would bring recommendations to full council for consideration. **By Majority**
1 abstention

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Chairman: **Date:** 20 July 2023

FC 116 **Review of Insurance Arrangements:** Attention was drawn to the Review of Insurance Arrangements Report which had been prepared by the Clerk and copied to members. Following a discussion, it was proposed, seconded and:
RESOLVED: That the document be approved and noted.
Unanimous

FC 117 **New Policy and Procedure – Community Centre Risk Assessment to Support Councillor, Staff and Public Safety:** Following a discussion, it was proposed, seconded and:
RESOLVED: That subject to a minor amendment to the policy to make it more generalised that it be approved and added to the council's suite of policy documents.
Unanimous

It was further.

RESOLVED That the policy would be reviewed annually.

Unanimous

FC 118 **Review of Financial Regulations: It was reported that this item had been deferred from the AMPC held on 11 May 2023 pending the receipt of the 2021 / 2022 Completion of Audit Certificate.** Members were advised that the External Auditor had concluded this matter on 19 June 2023 and that it would be an agenda item for members consideration at the July meeting. It was note that the External Auditor had recommended that the Financial Regulations be amended by reinserting clause 5.2 in relation to the authorisation of payments, as well as reinserting wording from clause 4.1 in relation to the disaggregation of contracts. Following a discussion, it was proposed, seconded and:
RESOLVED: That the financial regulations would be amended as per the recommendation from the External Auditor.

By Majority

1 abstention

It was further.

RESOLVED: That the Financial Regulations be amended as follows

1. A clause would be included stating that in lieu of petty cash two credit cards were used by the council for petty expenditure one in the name of the Clerk, the other in the name of the Finance Officer as per the recommendation of the Internal Auditor in November 2022 which had been subsequently approved by council.
2. An amendment would be made to increase ethe spending limit of the Clerk under delegated powers from £500.00 to £1,000.00 as per the recommendation of the internal auditors in November 2022 which was subsequently approved by council.

By Majority

1 abstention

FC 119 **Matters for the next Agenda:** There were none **Noted**

FC 120 **Consideration in Private:** It was proposed, seconded and:
RESOLVED: That in accordance with The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) that the press and public would be excluded from the meeting for the following items of business:

Unanimous

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Chairman: **Date:** 20 July 2023

FC 120.1	Staffing Matters		
	Staff Training	Agreed	Unanimous
	Part Time Caretaker	Amended Contract agreed.	Unanimous
FC 120.2	Legal Matters		
	FC 120.2.1	Police update	Noted
	FC 120.2.2	Advice from KALC	Noted
	FC 120.2.3	Advice from Surrey Hills	Noted
	FC 120.2.4	Correspondence from Resident representative	Noted
	FC 120.2.5	Action against vexatious resident	
		Agreed	Unanimous
	FC 120.2.6	Correspondence from former Employee	
		Noted / No comment	Unanimous
FC 120.3	Community Governance Review		
	Request to be submitted to TMBC which will seek to reduce the number of seats from 12 to 10..		
	Agreed		Unanimous
FC 120.4	Review of Kings Hill Pre-School		
	Agreed to be reviewed in consultation with the pre-school by Cllrs. Colman, Kirk, MacKay, Mclymont & Petty		
			Unanimous
FC 120.5	Kings Hill Parish Councillors – Consideration of two late acceptance of Declaration of Acceptance of Office		
	Refused		Unanimous
FC 120.6	Kings hill Parish Council Status		
	Deferred to October 2023		Unanimous

103/2023 **Date and time of Next Meeting:** Confirmed as 20 July 2023

There being no additional business, the meeting closed at 10.20 p.m.

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Chairman: **Date:** 20 July 2023

MEETING NOTES

MEETING OF KINGS HILL PARISH COUNCIL

20 JULY 2023 – 7.30 p.m. in the Kings Hill Community Centre

These meeting notes are an aide memoire for councillors and not part of the formal agenda or minutes.

- FC 122** **Apologies for Absence and absentees**
Clerks Note
- A gentle reminder for apologies and a reason to be submitted in advance of the meeting start time.
 - To receive and approve any apologies and reason given.

- FC 123** **Declaration of Interests and / or lobbying and intention to record.**
Clerks Note
- Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the agenda. The clerk cannot advise members on this, and members are personally responsible for declaring an interest.
 - Councillors are also responsible for ensuring that their Registers of Interests are up to date (within 28 days of any changes).
 - Members are requested to disclose any lobbying they may have received for items on the agenda.
 - Reminder to disclose an intention to record, please note that recordings are not allowed during the consideration of confidential items of business.

- FC 124** **Public Forum**
Clerks Note
- If required, the meeting will adjourn for up to 15 minutes to allow any member of the public present to ask questions and / or address the council. Members of the public are also entitled to speak, during the meeting, on agenda items only with the express permission from the Chairman.

Kings Hill Pre School

- Rumours about the future of the Pre-School has gained some traction on social media, we are therefore expecting members of the public to be present. Our advice has been that members of the public are welcome to attend and ask questions during the public forum but that any discussions on the lease between the Pre-School and Parish Council is confidential as we are unable to discuss our contractual arrangements with any of our customers in public. Lease discussions between KHPC should be discussed rationally and calmly.
- Our message has been that the parish council supports excellent early years pre-school provision for Kings Hill and with the population growth there may be a need for more not less pre-school provision on Kings Hill not less.
- Tom Tugendhat MP has taken an interest in this issue and has contacted n in contact with the council.
- Cllrs Petty and Mclymont met with the Pre-School Manager and Chairman at the end of June and will report on this meeting in the closed session with a further meeting scheduled for Monday at 12.00 p.m.

Correspondence from Residents: Correspondence received from residents regarding the future of the Pre-School.

- FC 125** **Reports from County Councillor, Borough Councillors & Community Warden if present – [for noting](#).**
Clerks Note
- Apologies received from County Councillor Sarah Hudson and Borough Councillor Kim Tanner

- No reports received

FC 126

Minutes

Clerks Note

FC 126.1 To confirm the accuracy of the minutes from Meeting of the Parish Council held on 22 June 2023 – previously circulated.

Clerks Note

Minor amendments have been made to the draft minutes to reflect the fact that Cllr. Vincent had sent apologies and the next meeting date has been changed from 22 June to 20 July.

Decision – members are asked to approve the minutes.

FC 126.1 To receive an update on any matters arising not included elsewhere on the agenda.

FC 126.2 To receive and note the minutes from the meeting of the Climate Change and Environment Committee held on 06 July 2023 – Previously circulated. [For noting.](#)

FC 126.3 To receive and note the minutes from the meeting of the Planning and Transport Committee held on 06 July 2023 – Previously circulated. [For noting.](#)

Clerks Note

Following the meeting between TMBC and KHPC on 19 July 2023, the Kings Hill Parking Review documentation has been circulated to members.

FC 127

Finance & Governance

FC 127.1 Bank Statements & Reconciliations at 30 June 2023

Clerks Notes - [For Noting](#)

- The bank statements and reconciliations to be received and noted. The bank balance was as follows.

Current	£270,598.13
Reserves	£423,987.79
Total	£694,585.92
- We have since topped up reserves by £76,012.21 to £500K.
- £2,374.32 interest was received into the reserve account on 30.06.23.

FC 127.2 Budgetary Control as at 30 June 2023

Clerks Note

This is to follow; we are in the process of making budget control changes so that the reports produced accurately reflects the spending forecast as per the 2023 / 2024 budget and does not have abnormal variances.

FC 127.3 Investment Opportunities

Clerks Note

- At the meeting held on 22 June 2023, Cllr. Hartman and the Clerk were asked to investigate investment opportunities and bring recommendations to council for consideration. The following Investment opportunities are available:

Amount	Financial Body	Interest	Term
£250K	Virgin Money	4.15%	1-year fix

£125K	Nat West	4.0%	95 days Notice
£125K	RBS	4.0%	95 days Notice
Existing	Unity Trust	2.60%	No notice

- KHPC's financial assets are with Unity Trust.
- KHPC's budget is more than £500K which means the cash assets are not protected by the FSA, it is therefore prudent for KHPC to "spread the risk".
- **For decision - In accordance with KHPC's investment policy members are asked to consider setting up accounts for depositing reserves and to agree account signatories.**

FC 127.4 Financial Transactions

FC 127.4.1 Payments for Approval - For decision Clerks Note

- The payments for the period up to 20 July 2023 as per the listings copied to members to be approved. The listings will be appended to the minutes and added to the website.

FC 127.4.2 Receipts for noting. Clerks Note

The receipts for the period up to 20 July 2023 as per the listings copied to members are to be noted. The listings will be appended to the minutes and added to the website.

FC 127.5 GPC Request – Kings Hill Gymnastics

Clerks Note - For decision.

Kings Hill Gymnastics is achieving some amazing results in competition against larger and better equipped clubs. Many gymnasts reside on Kings Hill competing at regional and national level and medalling in competitions. They also have some gymnasts from underprivileged backgrounds whose families struggle to afford gym fees who could also be competing and medalling if they had access to additional training. KHPC has been asked if it can help the gym club to purchase more equipment at a cost of approximately £5,000 and for the council to consider sponsoring the gym club, i.e., club uniforms or gymnasts.

FC 127.6 2021 / 2022 Completion of External Audit

Clerks Notes – for noting.

- PKF Littlejohn has completed their review of the annual Governance & Accountability Return for the year ended 31 March 2022. On 27 September 2022 they issued an "interim" report and has now certified completion of the review. The report will be tabled for members perusal.
- Kings Hill Parish Council must consider the final external audit report and decide what if any action is required.

- Having analysed the external auditors' recommendations members can be confident that all the external auditors' recommendations have already been acted upon in improvements made in 2022 / 2023 and 2033 / 2024 and that the council works proactively with both the Internal and External Auditors in following best practice and current financial protocols.
- The council is required to Prepare a Notice of Conclusion of Audit in line with statutory requirements and publish this notice and the final report and completion certificate.
- An invoice for £8,440 excl. of VAT has been received. The additional fees charged to the council were £7,100.

FC 127.7

Local Council Award Scheme

Clerks Note – For decision.

Earlier this year council agreed that when ready it would apply for the next stage of the Local Council Award Scheme. The council has met most of the criteria for Quality Status however there are three outstanding points that the council will need to fulfil in order to be able to apply for Quality Status; these are:

- Community Engagement Policy
- Grant Awarding Policy
- Action Plan and related budget responsible to community engagement and setting out a timetable for action and review.

For consideration / approval

Once approved council is required to make the relevant resolution to confirm that having met the qualifying criteria for Quality Status that the application be submitted.

FC 127.8

Website Upgrade

Clerks Note - For decision.

The council's current website whilst functional is dated, basic and "clunky", and not terribly user friendly. Now could be the opportune moment to consider upgrading the website to a new product such as one offered by the existing website host, Vision ICT, or to explore the possibility of working with a new website host. Vision ICT has provided a quotation to upgrade the existing website (copied to members), option 2 at the cost of £2,450 would seem the most appropriate offering for KHPC. Funds for the website upgrade were included in the 2023 / 2024 budget. Vision ICT Ltd is a specialist website design company working with 400+ local councils.

Background Information

The move to ensure councils provide information digitally came through the Transparency Code (April 2015) which called for councils with less than £25,000 precept to put a range of financial and other information on-line through a website. The requirements to have a website are now clear.

- The website should have a quick and easy to use content management system (CMS) to make updating the website quick and easy.

- The website should be fully responsive making it easy to be viewed on mobile devices.
- The website should have clear navigation to make finding information straight forward.

Any website is only as good as the content and the information it offers its visitors, and this must be kept up to date. The days where you continue to pay the web developer to make changes to your site have long gone or should have. There are a wide variety of CMS systems available these days from open-source technologies to the individual web design companies' hand-built systems.

Low-cost open-source software, such as Wordpress and Joomla, are content management systems based on PHP and MySQL and feature plugin architecture and template design systems to choose from. A variety of thoughts are expressed from clerks about how easy these systems are to use and this will depend on their starting knowledge base of IT. There are an increasing number of website companies, both national and local, who will offer the free open-source website approach for a professional fee.

Working on a budget

There are several good professional website companies that are specialists in working with local councils and offer a personal, supportive, and on-going service which provides the support and comfort that many councils appreciate. It is reassuring knowing the council can count on quality and expert help through a professional company whenever needed.

Other choices include, free websites, and these vary considerably, and you should question how long it will last and is there the help and support available when needed. Along with this there is also the councillor or a friend of a councillor who someone knows that offers a free or cheap site or become part of the local community website. Again, there are examples where this has worked well but the questions are: how long will the service remain free, what happens when the friend moves away, or the councillor loses their seat on the council?

There are now legal obligations for areas of content to be added and so the key question is: can we rely on other people to do this and there is the need for the clerk/responsible finance officer to ensure the website content is published within the regulation time frames?

Responsive websites web design isn't a trend it's a must. 55% of websites are now viewed on a mobile device and so if our website is not responsive then a high level of visitors will not be able have a good, optimised experience. The better the experiences of visitors to the website, the better the reach of our council services and engaging with our community.

Responsive web design allows a website to react to the screen size of the device it's being viewed on. It's an approach to web design aimed at creating websites that offer an optimal viewing experience across multiple devices, including mobile phones, tablets, and desktop computers.

FC 128 Review of Terms of Reference and Scheme of Delegation

Clerks Note – for decision.

- Document has been updated to reflect the committee structure approved by council at the last meeting.
- The Terms of Reference for two committees were approved by the respective committees on 06 July 2023.

FC 129 Community Centre Bar Upgrade

Clerks Note - for noting.

Cllr Petty to report.

FC 130 Strategic Planning

Clerks Note – for noting / decision.

- To receive report from Strategic Plan Working Group
- The new draft Strategic Plan is a working document and will be tabled.
- To consider new Strategic Plan

FC 131 Events and Communications Working Group

Clerks Note – for noting / decision.

- End of Summer Event – To receive information and to approve budget.
 - Event is being held on 10 September between 1.30 – 5.00 p.m., live music, food vendors, schools invited to take part, gym display, baby ballet display, face painters, balloon modellers. Licenses applied for
 - Council to formally approve budget of £5,000.
 - Council to consider requesting food / drink vendors for a contribution i.e., percentage of the takings which can be donated to a local good cause.
- 2024 Event – 80th Anniversary of DD – 06 June 2023
The council's participation has been registered and acknowledged by the pageant organisers, council can participate in all or some of the following events.
 - Reading of the proclamation - 06 June 2024 at 8.00 a.m.
 - Fish and chip day - 06 June 2024
 - International tribute – 06 June 2024 at 9.15 p.m. alongside the lighting of a Beacon

FC 132 Sports Park

Clerks Note – for noting.

- TMACTIVE CEO was asked about the confidentiality of the information circulated at the previous meeting, the council was asked to regard the reports as confidential until the information had been presented to the Trust Board. The information has now been presented to the Board and is available to any member who would like a copy of the report.

- Legionella testing took place on 13 July 2023. The samples are allowed to grow any cultures and measured after 3 and 10 days. Results are expected in a couple of weeks.

FC 133 Local Groups & Organisations

Clerks Note – for noting.

Members who attended any meeting on behalf of KHPC will be invited to give a brief report.

FC 134 KALC AGM

Clerks Notes – for decision

- The Clerk is working with the Clerk at Hunts Grove PC in Gloucestershire who are making a similar request to Gloucester Association of Local Councils. The Clerk has also contacted Roger Taylor (Consultant with Wellers Hedleys Solicitors and author of Local Council Administration) for preliminary guidance as he is also advising Hunts Grove PC. Other local councils similarly affected include Cranbrook (Devon), Fernwood (Cheshire), Swavely (Cambridgeshire), Bourton on the Water (Cotswolds).
- Wales has banned management companies and Scotland is thinking of doing so.
- The KALC AGM will be taking place on 18 November 2023. If KHPC wishes to submit a motion/s, they need to be submitted by 22 September 2023.
- Members are asked to consider putting forward a motion for KALC to lobby NALC to put pressure for the transfer of community assets to Local Councils and on the regularisation of rent charges and protections for freeholders.
- Hunts Grove Parish Council is lobbying their District Council to take a stance on who adopts the public spaces in future and doesn't just allow management companies to form.
- This issue has been raised in parliament in many cross party debates.

FC 135 Matters for the Next Agenda – For noting.

FC 136 Consideration in Private: Exclusion of press and public: There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the data Protection Act and to consider complaints against the council or a code of conduct complaint. To receive and consider information in respect of the following:

- FC 136.1 Staffing Matters
- FC 136.2 Legal Matters
 - Injunction update
 - ET Update
- FC 136.3 Review of Pre-School Lease

Confidential pink paper to be tabled.

FC 137 **Date and time of Next Meeting:** To confirm as 21 September 2023.

Late item could be include under

FC 127.5 **GPC Request**

Cllr Petty and the Clerk to report on a meeting held with a resident who is seeking council funding the support. The resident is the parent of a severely autistic child who also has speech and learning disabilities, the resident has booked the CC to hold activities for up to 25 similarly disabled children cover the school summer holidays. Total cost of the scheme will be approx. £2,500 and she has raised almost £1,000 so far in donations on Go Fund Me.