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**MINUTES OF THE EXTRA ORDINARY MEETING OF TEYNHAM PARISH COUNCIL HELD ON TUESDAY 24TH JULY 2023 AT TEYNHAM COMMUNITY HALL, 89 STATION ROAD, TEYNHAM AT 7.30PM.**

**Present:** Cllr Brodigan, Cllr Sharman, Cllr Simester, Cllr Tant, Cllr Townson (Chairman) Clerk Hayley Steel, SBC Speed.

**Absent:**

**1. Apologies for absence**

Cllr Barnett, Cllr Dixon, Cllr Mann, SBC Bowen and KCC Lehman.

**2. To confirm all registers of interests have been received and have been forwarded to the monitoring officer.**

None.

**3. Public session for 20 minutes to allow members of the public and councillors with prejudicial interests to speak on matters on the Agenda.**

A member of the public asked about the closing off of the Frognal Fields and the pathway. Cllr Townson advised them that the developer owns that land so are allowed to close if off if they wish to. The path through the field next to Frognal Lane field was never an official pathway anyway. Concerns about the impact of more houses on an already struggling sewage system was discussed. Concerns about advertising of the new development were also discussed and noted that there isn’t anything that can be done by the PC about this.

**4. Chairman’s Report**

**Freedom of the Parish** — The Chairman advised the PC that two Freedom of the Parish Awards had been presented. The first award was presented to Amanda Seymour for over 40 years of service to the Scouts and other community work. The second award was for Rodney Thorpe who recently retired from many years on the PC, including the editorial and finance committees, his work with the Village Hall Management Committee and his support of the Parish Council and the people of Teynham over many years.

**Teynham in Bloom** — The Chairman joined members of TIB for part of the judging for the South East in Bloom competition, and thanks them for their support to village life.

**Scouts** — The Chairman visited the scouts on their final meeting before the summer holidays. The new leaders are keen to build connections with the Parish Council and the wider community.

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**Meadow** — There has been another spate of graffiti on the play equipment in the Meadow. The local police have been notified. CCTV team are monitoring images and sharing information with the police. We are also waiting for a quote for a fence to be extended to stop balls from the MUGA on the Meadow from going into a resident’s garden.

**Amenities** — We thank Cllr Simester for taking on the Chairman’s role on the Amenities committee and wish her every success.

**5. To approve the Minutes of the Extra Ordinary Parish Council**

**meeting on 6th June 2023**.

It was moved by Cllr Simester, seconded by Cllr Brodigan and

**RESOLVED:** “That the minutes of the Extra Ordinary Parish Council Meeting on 6th June 2023 be taken as a true record”.

**6. Matters Arising.**

None.

**7. To approve the Minutes of the Meeting held on Tuesday 20th June 2023.**

It was moved by Cllr Sharman, seconded by Cllr Simester and

**RESOLVED:** “That the minutes of the Ordinary Meeting on 20th June 2023 be taken as a true record”.

**8. Matters Arising.**

None.

**9. Frognal place**

* **Receive update on Frognal Place**
* **Discuss and agree communication plan**

**Update on Frognal Place**

* 9 applications have been submitted linked to Frognal Place.
* The Parish Council had replied to the one outlining the surface treatment for the footpaths.
* We expect the full application to be submitted over the summer.

**Communication Plan**

The Parish council discussed the proposed communication plan (outlined below) to support residents when responding to Frognal Place application.

**RESOLVED:** **The communication Plan was proposed by XX and seconded by YY.**

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Dates to be confirmed.

* **Prepare postcard.**
* **Invite local residents to sign up** to help with postcard drop
(A dedicated web page listing individual roads that need to be covered)
* **Create shared space** (online)
* **Working group** — meeting up; what to expect; identify knowledge of expertise; Identify main areas of concern; capture knowledge there;
* APPLICATION SUBMITTED ONLINE
* **Postcard delivered** to households in the local area.
* **Working group** — gathering knowledge (add information on shared drive)
* **Publish Knowledge** — things you may wish to consider
* **Drop-in session** — how to respond to planning application
* **Respond** to planning application.

**10. Report from Local Police.**

Our new local Police Officer is currently on training so could not attend of provide a report. She hopes to attend our next meeting.

**11. Proposal: Establish a working group to create a vision, mission**

**and values for Teynham Parish Council, that in turn will create**

**(a)focus for 1, 3 and 5 years (b) strengthen community ties. Seek**

**input from community and fellow councillors.**

It was moved by Cllr Tant, seconded by Cllr Simester and

**RESOLVED:** “That Teynham Parish Council will set up a working group to create a vision, mission and values for Teynham Parish Council”.

**12. Discuss recruitment of 3-parish councillors (Nominations for Sept 2023 Council).**

We will amend the advert and provide a more in-depth description of what is expected of a Parish Councillor.

**13. Receive an update on financial reporting and brief presentation. (Paul/Hayley)**

The Chairman and Clerk gave the Parish Council an update on the work to simplify financial reporting and invoicing, followed by a short demonstration of the system. The key points were:

* **Transition** — Teynham PC is in a period of transition from a manual paper-based invoicing and reporting process to an online, backed up, cloud based reporting tool. We are making significant advances in the way we collate and present financial information.
* **Freeagen**t — Teynham Parish Council is using a software package called Freeagent to help prepare financial information. This online tool is provided by our bank, NatWest.

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* **Meaningful data** — Freeagent will help us create meaningful and consistent financial data which in turn leads to informed decision-making. It also highlights areas where we need to review our financial processes.
* **Automatic feed** — Information is automatically exported from all four of our bank accounts and combined into a single freeagent reporting account. This happens at about 6am every day. The automatic feed reduces the need to re-key financial information and reduces risks of data errors.
* **Invoicing** — We can quickly create invoices in Freeagent and send the invoices via email. Freeagent also has the facility to send reminders and receipts. Each invoice takes just a few minutes to prepare and send to the recipient.
* **Projects** — Freeagent has the facility to group all costs and income together linked to one project. This is similar to ‘financial cost centres’. Initially we have created two projects: ‘community hall’ and ‘general’.
* **Reconcile** — Incoming data from the bank account is reconciled and allocated an accounting cost code e.g. maintenance or utilities plus a project, such as community hall.
* **Reports** — there are a wide range of automatic reports in Freeagent to help reconcile and report on our financial information, including: projected cash flow, aged debtors and aged creditors
* **Learning curve** — Like any new tool it takes time to learn and fully understand the benefits (and limitations) of this software package.

**14. To note paper on organisational risks and next steps.**

The Chairman raised awareness of the work to identify and review organisational risks. The paper is outlined below. Members of the Parish Council were invited to review the information and respond with any comments by Friday 4 August.

## **Background**

The new Chairman undertook a rapid risk assessment for Teynham Parish Council.

Initial risks have been identified and assessed. Data discussed with the Finance & GP Committee. A number of actions have already been taken to reduce operational risks.

## **Next steps**

1. Invite feedback from the wider Teynham PC.
What are we missing? Send comments to Hayley by Friday 4 August.
2. Update this document based on feedback.
3. Take actions to mitigate risks.
4. Report back to wider Teynham PC during September meeting.

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## **Risk Assessment** *(risk score at 6 June 2023)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Risk Summary** | **Level of risk** | **Likelihood** | **Risk score** | **Proposed Action** | **Status update** |
| Financial Reporting | Limited financial information at full TPC meetings. Good financial information reduces financial risk, and improves decision making | 5 | 5 | **25** | (1) Improve financial reporting (management reports) via Financial software package or robust excel spreadsheet (2) pilot different formats of management reports to include variance and remaining funds available. | ✅ Implementing financial reporting software (Freeagent)✅ Set up spending categories✅ Using standard financial reports |
| Health & Safety | A clear Health & Safety statement, with policies and procedures to reduce operational risks. | 5 | 5 | **25** | (1)Review existing H&S statement, policies and procedures (2) Identify (any) missing h&s items (3) Highlight training requirements (4) share summary of what we do and where it is recorded. | ✅ Gathering information on current practices✅ Requested clerk to get standard H&S policy documents from KALC |
| Minutes | There are (some) delays in producing draft minutes and action points following full council and committee meetings. | 4 | 5 | **20** | Create and use a robust meeting production timetable. | ✅ Draft minutes now typically produced within one week✅ Draft minutes published online |
| Contract Management | Sudden rise in energy prices (gas/electric) impacting street lights and the Community Hall could have a significant impact on Parish Council finances. | 4 | 5 | **20** | 1. Review/Create summary of current contracts and their end dates (including electrical, gas, insurance) 2. Incorporate potential price rises in budget for 2024/5. |  |
| Aged creditors | We don't regularly report who we owe money to (e.g. how much and for how long). Reputation risk for late payment. | 4 | 5 | **20** | (1) Report what's outstanding at a full PC meeting (2) Set policy: all invoices paid within XX days (3) Pay invoices now. | ✅ Identified✅ Paid creditors |
| Aged debtors | We don't regularly report on who owes us money (eg for Community Hall bookings, adverts in Teynham News and allotments etc) | 4 | 5 | **20** | (1) Invoice monthly (2) report to full PC on outstanding invoices (3) F&GP to review/agree any write offs | ✅ Identified✅ Invoiced (Adverts T-News)✅ Invoiced (Hall Bookings)✅ Monitored payment reports |
| Infection control | The dishwasher (at Community Hall) is frequently left with dirty water in the machine. There is a risk of infection. | 4 | 5 | **20** | (1) review operational instruction (2) Raise awareness of correct use of dishwasher (3) Document cleaning schedule | ✅ CH Committee aware |
| Data & IT loss | Data/Council papers/IT equipment loss due to fire, loss, damage has the potential to have significant impact on council finances/operation. | 5 | 4 | **20** | (1)Review asset/where information is stored (2)Prioritise assets. (3)Create plan to safeguard information (4)Test process. NOTES: Keep records in separate locations (eg Village Hall); Review Electronic and paper based information; May require external help. |  |
| 3-year plan | We do not have a clear strategy/3 year plan, which highlights general direction, significant costs, and and how we plan to serve the local community | 4 | 4 | **16** | (1)Create a simple vision and direction of travel; highlight potentials risks to costs | ✅ Added Vision, Mission and values to agenda for discussion on 25 July 2023 |
| Email traffic | High level of internal email traffic within parish council makes identifying and tracking issues complex. | 4 | 4 | **16** | Review processes with aim of reducing email traffic |  |
| Cash management | Managing any form of cash always presents a risk to an organisation. Examples include payments received for stalls at events, collection of donations from fundraising events, hall bookings, money from raffle etc). | 5 | 3 | **15** | (1)Review existing cash management policy (2)Ensure all members of TPC are aware of the cash handling policy (3)widely share cash management policy (4)Review cash receipt book monthly. |  |
| Health & Safety | Building Safety: There are many operational risks when managing our own building (Community Hall). Many of the safety checks are a legal requirement; some are also best practice. | 5 | 3 | **15** | (1) check what we already do and our record keeping. eg fire detection and warning system; testing of emergency lights; testing fire exit doors and exit routes; legionnaires prevention; asbestos register and management plan; working at height, storage of cleaning materials, portable appliance testing, periodic electrical testing; | ✅ CH Committee have scheduled risk assessment for Community Hall✅ Clerk to contact Kent Fire & Rescue service to check requirements for fire detection/warning system✅ Quote received for urgent electrical work on distribution boards. |
| Financial Control | Historically, the debit card on Community Hall bank a/c has been used for General items . | 3 | 5 | **15** | (1) Review transactions already made(2) Provide guidance for use of debit card (3) Keep transactions separate (4) Investigate options to have separate debit card for general account | ✅ F&GP aware✅ Next step: investigate options for separate debit card✅ Freeagent reporting makes it easier to review and monitor costs (whatever form of payment used) |
| Committees | Committee meetings not scheduled. | 5 | 3 | **15** | (1) Schedule meetings for the next 12 months | ✅ Meetings scheduled for the next 6 months, other meetings to be scheduled shortly. |
| Processes (HR) | Some HR policies and processes are not in place (e.g. induction, learning and development, annual appraisals, recording sickness and leave, monthly supervision). | 3 | 5 | **15** | Identify missing processes (2) create, propose, approve procedures (3) investigate/check HR support for Clerk | ✅ Recording Annual Leave✅ Creating learning & support material for new chair of Amenities Committee |
| Goods Received | Managing any form of incoming goods/services against goods ordered/receipt always presents a fraud/reputational risk to the orgination. For the Parish Council the level of goods received is relatively low, but should still be considered. | 4 | 3 | **12** | (1)Review process for managing goods received notes against original order. (2) Remind all TPC of the process for receiving incoming goods. (3) Review Delivery Notes (where are they stored?) |  |
| T-News | External (non TPC) email address used for T-News | 5 | 1 | 5 | (1) Create TPC email address(2) | ✅ New email address working News@teynhamparishcouncil.org✅ Separate out editorial from adverts |
| External | The Chair of the VHMC has indicated a low level risk that the Village Hall MC could hand back the lease in 3 to 5 years | 5 | 1 | 5 | (1) Understand the risk (2) Create a draft contingency plan (3) review at full TPC |  |

**15. Receive update on EV charging and next steps.**

We were informed that the PC had been offered, by KCC, two EV charging points.

**Car Park on London Road** — Unfortunately, not long after they were offered, we were informed that the funding had been withdrawn. It was also noted that there may be a structural issue with the car park (due to the form building on the site) and that this should be checked.

**Teynham Hall Car Park** — We approached Teynham Village Hall Management Committee about having a charging point in their car park, but this was rejected. Members of the Parish Council requested the clerk to investigate the lease on the car park.

**16. Proposal: Discuss Community Assets and next steps.**

The Chairman provided a brief overview of ‘Assets of Community Value’ and a ‘Right to Bid’. Members of the Parish Council were invited to review the short

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paper and provide feedback (by Friday 4 August) on the venues/buildings that could be added to the list of Assets of Community Value for our area.

**17. Proposal: Christmas 2023 date and format (Lisa).**

Cllr Simester had been approached by Cllr Barnett to say that the Village Hall was already provisionally booked for 3rd December. We also looked at doing something on a smaller scale at the Community Hall as there is a lot of help required from members of the PC and the community to run a big event. It was agreed that the Clerk would email the PC and ask if anyone could commit to help on that date before we committed to a big event.

**18. To receive an update on Freedom of the Parish.**

We surprised Amanda at her last AGM meeting and presented her with her certificate and flowers, and for Rodney we held a small get together and presented him with his certificate and an engraved carriage clock from TPC.

**19. To receive a short report from the Transport Representative.**

* Rail strikes continue to disrupt running of trains, You have to look at what days are been effected before planning journey.
* Buses seem ok, but remember we still have no returns of local routes.
* A2 has been completed and in general a good job done.
* All other roads in Teynham keep getting disrupted by current gas work upgrades. this is going to continue for some considerable time (month's not week's), with diversions taking us well out of normal routes. SGN apologise, but work has to be done.
* Meeting was held with Network Rail and KCC PROW, and member of Sittingbourne Ramblers club. Paul and myself representing TPC. I believe that NR will now press ahead with the alternative diversion to the rail crossing, and develop 2 a path along side the Nothern platform. The land is NR's so they can co ahead anyway, but in general it seems the best solution considering other options are too expensive and not viable, KCC are not apposed at this stage, they in turn are reporting back to central council. Never say never to re-opening the crossing, but I would not hold your breath.

**20. To receive short reports of any potholes and/or pathway damage considered to require remedial action.**

Emailed to the PC.

**21. Accounts (Appendix A & B).**

It was moved by Cllr Sharman, seconded by Cllr Brodigan and

**RESOLVED:** “That the reports are accepted as a true record”.

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**22. Reports of Committee Chairman**

 a) Planning – 2 small applications

 b) Amenities – have met and looking into extending fence by MUGA

 c) Finance and General Purposes – have met

d) Editorial – TN is delayed due to Printroom being on holiday and our distributor on holiday

 e) Teynham Community Hall – Had meeting and everything ticking along.

**23. Reports by representatives on outside organisations**

a) TVHMC – nothing to report

b) KALC Swale Area Committee – Nothing to report

**24. To agree any items justifying a request for a joint meeting with LwKPC.**

Nothing.

**25. Advanced Notice of Items for the Agenda of the next Ordinary Meeting.**

Email to Clerk.

**26. To note the following Meeting Dates.**

* Tuesday 12th September 2023 Ordinary Meeting
* Tuesday 24th October 2023 Ordinary Meeting
* Tuesday 12th December 2023 Budget/Precept & Ordinary Meeting

**27. Chairman’s Closing Remarks**

The Chairman thanked everyone for coming and the meeting closed at 9.55pm.