



Queenborough Town Council

44 High Street
Queenborough
Kent
ME11 5AA
01795 668509

29th January 2024

AGENDA

There is to be a meeting of **Queenborough Town Council**, convened by the Mayor, to be held on **Monday 5th February 2024** starting at **7.00 pm** in the Guildhall, High Street, Queenborough.

This meeting maybe recorded. As Data controller under the Data Protection act by entering the meeting you are consenting to being recorded and to the Council's use of those recordings for public reporting.

1. **Welcome and Emergency Evacuation Procedure**
2. **Apologies and grounds for absence.**
3. **Declarations of interest**
4. **Vistors/Public Questions (10 Minutes maximum for all questions)**
Vistors invited to speak, please be aware that any information you give maybe made publicly available.
 - a) Members of the Public and other organisation representatives
 - b) Councillors - Kent County Council and Swale Borough Council
5. **Kent Police - Policing Matters report/update.**
6. **Adoption of the Minutes of the Council meeting held on Monday 18th December 2024**
7. **Review of matters arising from previous meeting held on Monday 18th December 2024**
8. **Co-option of New Town Councillor**
 - a) Signing of Declaration of Acceptance of Office to agree to be bound by the Code of Conduct.
 - b) Declarations of interest on Agenda
9. **Mayor's remarks**
10. **Consideration of discretionary grant to Vibe – Rushenden Youth Club** as proposed by the Finance and General Purposes Committee.
11. **Ted Pye Fund** as review-update as proposed by the Finance and General Purposes Committee
12. **Set Date for Camera Club visit**

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13. **Insurance 2024/2025** as proposed by the Finance and General Purposes Committee
 - a) Review of Risk
 - b) Policy Schedule
14. **Queenborough Tourist Map, Board and Brochure** update and adopt way forward.
15. **Adopt QTC Biodiversity Policy**
16. **Operation Menai Bridge**
 - a) Adopt updated QTC Sovereign Death Policy
 - b) Review purchase of items as proposed by Environment Committee
17. **Nominate a Town Councillor Trustee for Queenborough Fishery Trust**
18. **Set a date for rent review with Castle Connections Trustees and QTC**
19. **Set a date for IT run through with the Mayor and Town Clerk**
20. **Financial reports**
 - i) **Cashbook and bank reconciliation** for December 2023 as approved by the Finance & General Purposes Committee. Circulated.
 - ii) **Authorisation of proposed payments due**
21. **To receive Committee and Working Party Reports and adoption of recommendations from the Environment Committee**, (*denotes Chairperson of Committee)
Circulated draft minutes to be noted (*Cllr Fowle)
Recommendations from Environment minutes Hedgehog Highway Box
 - i) **Environment Committee Working Parties:**
 - a) **In Bloom** (*Cllr Telford) - circulated draft minutes 12.1.2024
 - b) **Allotments** (*Cllr Telford) –
To Set a meeting date for an Allotment Committee meeting
 - c) **Annual Event and Christmas Lights** (*The Mayor of Queenborough, Cllr Shiel)
- circulated draft minutes Christmas lights 8.1.2024
- circulated draft minutes Annual Event 22.1.2024
 - d) **Community Crisis Plan** (*The Mayor of Queenborough, Cllr Shiel)
- circulated draft minutes 26.1.2024

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e) **Emergency Food Bank** (* The Deputy Mayor of Queenborough, Cllr Darby)

22. To receive Committee Reports and adoption of recommendations

from the Finance and General Purposes Committee, (*denotes Chairperson of Committee)

Circulated draft minutes to be noted (*Cllr M Constable)

Recommendations from F&GP Minutes

- i) Office Cleaner, ii) QTC Property, iii) Neighbourhood Planning Grant,
- iv) KCC Kent Parish Council Winter Support Scheme Grant

23. To receive Committee and Working Party Reports and adoption of recommendations

from the Planning Committee, (*denotes Chairperson of Committee)

Circulated draft minutes to be noted (*The Deputy Mayor of Queenborough, Cllr R Darby)

i) Planning Committee Working Party

Queenborough & Rushenden Neighbourhood Plan Steering Group

24. Reports from QTC Representatives and Trustees Serving on Other Bodies:

(*denotes Councillor representing QTC)

Local Community Bodies.

- a) **Queenborough Town Community Centre** (*The Mayor of Queenborough, Cllr Shiel and Cllr Flew)
- b) **Queenborough Fishery Trust** (*Trustees Cllr J Constable and Cllr Simpson)
- c) **Queenborough Harbour Trust** (*Cllr Fowle)
- d) **Queenborough School and Nursery** (*Cllr J Constable)
- e) **Rushenden Community Hall Association**
informally known locally as Rushenden Club (*Cllr Simpson)
- f) **Rushenden Wellbeing Hub**
informally known locally as Rushenden Community House (*Cllr Fowle)

Swale Area Bodies.

- g) **KALC the Swale Area Committee** (*Cllr Marchington)
 - i) Appoint a second representative
- h) **Local Councils' Liaison Forum of SBC** (*The Mayor of Queenborough and the Town Clerk)
 - i) Report from Mayor, Cllr Darby and the Clerk on the recent meeting.
- i) **Swale Area Committee of SBC** (*Cllr Simpson)

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- j) **Swale Joint Transport Board** (*Cllr Darby)
- k) **Swale Rail** (*Cllr Telford)
- l) **VEL Surgery PPG** (*Cllr Telford)

25. **To review correspondence** and take appropriate action.
(* Any Reference to email circulated date)

26. **Reserved for late inclusions previously notified to the Mayor** (for information only)

27. **Any other Business** (for information only)

L Gransden - Town Clerk

Next Meeting of the Full Council to be held on Monday 18th March 2024.