



Queenborough Town Council

44 High Street
Queenborough
Kent
ME11 5AA
01795 668509

12th March 2024

AGENDA

There is to be a meeting of **Queenborough Town Council**, convened by the Mayor, to be held on **Monday 18th March 2024** starting at **7.00 pm** in the Guildhall, High Street, Queenborough.

This meeting may be 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 from 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 5th February 2024**
- 7. Review of matters arising from previous meeting held on Monday 5th February 2024**
- 8. Mayor's remarks**
- 9. To receive letter from the Hollinshead Family**
- 10. Swale Borough Council proposed traffic regulation order: The Borough of Swale (off street parking places) (Variation 6) Order 2024, for the part in relation to Queenborough Car Parks' at Park Road and the Library.**
 - a) report outcome of the traffic regulation order
 - b) notification of the order to Queenborough Town Council from the authority – review
 - c) response from the authority to Queenborough Town Council's letter of objection - review
 - d) response to resident FOI request from Swale Borough Council on the order – to review
- 11. Set Date for next Camera Club visit**

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12. To review Utility Charges and insurance for 44 High Street, Queenborough 2023/2024

13. Review reserves for 2023/2024

14. Consideration of donation to RNLI Sheerness

Approve spending from QTC discretionary grant budget 2023/2024 as proposed by Finance and General Purposes Committee

15. Consider donation to the Ted Pye Fund

- a) to Queenborough Bowls Club
- b) to Queenborough School and Nursery

16. CCTV in the community

Review quotation.

Consider/approve spending from Environmental projects budget.

Review future budget maintenance for equipment.

17. Consider purchase of an 'owl' speaker for meetings of the Town Council

18. Financial reports

i) **Cashbook and bank reconciliation** for January 2024 as approved by the Finance & General Purposes Committee. Circulated.

ii) **Authorisation of proposed payments due**

- a) to review payments list
- b) approve payment of second member allowance for 2023/2024
- c) to agree payment date for March payroll

19. Adopt Queenborough Town Council Policies - as appendix A of the Agenda.

20. 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)

i) Environment Committee Working Parties:

- a) **In Bloom** (*Cllr Telford) - circulated draft minutes
- b) **Allotments** (*Cllr Telford) – circulated draft minutes
- c) **Annual Event and Christmas Lights** (*The Mayor of Queenborough, Cllr Shiel)
- d) **Community Crisis Plan** (*The Mayor of Queenborough, Cllr Shiel)
- circulated draft minutes
- e) **Emergency Food Bank** (* The Deputy Mayor of Queenborough, Cllr Darby)

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- 21. 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)
- 22. 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
Circulated draft minutes to be noted (*The Mayor of Queenborough, Cllr A Shiel)
- 23. 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 and Cllr Simpson)
 - a) to confirm attendance by representatives at the next meeting on 26th March
 - h) **Local Councils' Liaison Forum of SBC** (*The Mayor of Queenborough and the Town Clerk)
 - i) **Swale Area Committee of SBC** (*Cllr Simpson)
 - j) **Swale Joint Transport Board** (*Cllr Darby)
 - k) **Swale Rail** (*Cllr Telford)
 - l) **VEL Surgery PPG** (*Cllr Telford)
- 24. To review correspondence and take appropriate action.**
(* Any Reference to email circulated date)

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

26. Any other Business (for information only)

L Gransden - Town Clerk

Next Meeting of the Full Council to be held on Monday 29th April 2024.

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