



Queenborough Town Council

44 High Street
Queenborough
Kent
ME11 5AA
01795 668509

23rd April 2024

AGENDA

There is to be a meeting of **Queenborough Town Council**, convened by the Mayor, to be held on **Monday 29th April 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. Apologises and grounds for absence**
- 3. Declarations of interest**
- 4. Visitors/Public Questions (10 Minutes maximum for all questions)**

Visitors invited to speak, please be aware that any information you give may be 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 18th March 2024**
- 7. Review of matters arising from previous meeting held on Monday 18th March 2024, not covered by other Agenda items.**
- 8. Mayor's remarks**
- 9. Review and adopt Queenborough Town Council Policies and procedures**

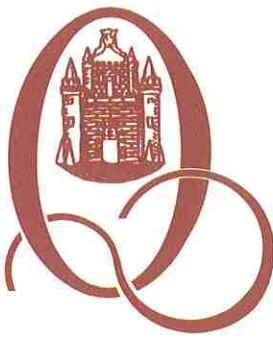
4 no. policies circulated to Councillors prior to the meeting of Full Council held on 18/3/2024

 - i. Review Policy for Town Council Representation on outside bodies.
 - ii. Adopt Queenborough Town Council Co-option Policy.
 - iii. Adopt Queenborough Town Council Policy on Handling Complaints.
 - iv. Adopt Queenborough Town Council Mayor Protocol for conduct Policy.
 - v. Adopt Pre-paid/Charge Card Policy as proposed by Finance and General Purposes Committee
 - vi. Adopt Young People/Work Experience Risk Assessment
 - vii. Adopt Personal Emergency Evacuation Plan Form
 - viii. Adopt Job Induction Checklist
 - ix. Adopt Housekeeping Policy
 - x.
 - a. Adopt Display Screen Equipment (DSE) Statement
 - b. Adopt Display Screen Equipment (DSE) Workstation Checklist
 - c. Adopt the DSE working with display screen, Health and Safety Guild which forms part of the QTC Display Screen Equipment Policy.

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10. RNLI Sheerness – update from Town Clerk
11. Freemasons Summer Spectacular 2024 - regarding a Council table – update from Town Clerk
12. His Majesty King Charles III portrait placement in the Queenborough Guildhall
13. Financial reports
 - i) Cashbook and bank reconciliation for February and March 2024 as approved by the Finance & General Purposes Committee. Circulated.
 - ii) Authorisation of proposed payments due
 - a) to review payments list.
14. Environment Committee no recommendations or reports to circulate.
(*denotes Chairperson of Committee) (*Cllr Fowle)
 - i) Environment Committee Working Parties:
 - a) In Bloom (*Cllr Telford)
 - b) Allotments (*Cllr Telford)
 - c) Annual Event and Christmas Lights Christmas lights minutes circulated.
(*The Mayor of Queenborough, Cllr Shiel)
 - d) Community Crisis Plan (*The Mayor of Queenborough, Cllr Shiel)
 - e) Emergency Food Bank (* The Deputy Mayor of Queenborough, Cllr Darby)
15. 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)
16. 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)
17. Reports from QTC Representatives and Trustees Serving on Other Bodies:
(*denotes Councillor representing QTC)

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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)
- 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)

18. **To review correspondence** and take appropriate action.
(* Any Reference to email circulated date, list available from the Town Clerk)
19. **Reserved for late inclusions previously notified to the Mayor** (for information only)
20. **The meeting will be closed due to the confidential nature of business**
that will be discussed.
21. **View Sheppey Camera Club Photos**
22. **Any other Business** (for information only)

Miss Lisa Gransden - Town Clerk

Next Meeting of the Full Council will be the Annual Council Meeting on 29th May 2024.

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