



# Queenborough Town Council

44 High Street  
Queenborough  
Kent  
ME11 5AA  
01795 668509

## **AGENDA**

There is to be a meeting of **Queenborough Town Council**, convened by the Mayor, to be held on **Monday 24<sup>th</sup> June 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. Visitors/Public Questions (10 Minutes maximum for all questions)**  
Visitors 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 29<sup>th</sup> April 2024**  
(closed item 25 from this meeting for adoption of closed item on the minutes).
- 7. Review of matters arising from previous meeting held on Monday 29<sup>th</sup> April 2024, not covered by other Agenda items.**
- 8. Adoption of the Minutes of the Extraordinary Council meeting held on Monday 10<sup>th</sup> June 2024**
- 9. Review of matters arising from the Extraordinary Council meeting held on Monday 10<sup>th</sup> June 2024**
- 10. Review of the Minutes of the Annual Town Meeting held on Wednesday 29<sup>th</sup> May 2024 and any matters arising** (the minutes will be adopted at the 2025 Annual Town Meeting)
- 11. Review of the Minutes of the Annual Meeting of Queenborough Town Council held on Wednesday 29<sup>th</sup> May 2024 and any matters arising** (the minutes will be adopted at the 2025 Annual Meeting of the Town Council)

Full Council

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Email address: [townclerk@queenborough-tc.gov.uk](mailto:townclerk@queenborough-tc.gov.uk)  
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**12. Mayor's remarks**

**13. Freemasons Summer Spectacular 2024** – review banner design and update on information for the day.

**14. Propose dates for arranging a meeting with SBC CEO Larissa Reed** regarding assets in the Town.

**15. Agree donation to Queenborough Museum** re Fishery Trust Archiving Storage

**16. Consider raising an application for a grant from Queenborough Fishery Trust** for professional polishing of the Guildhall table.

**17. Financial reports**

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

ii) **Authorisation of proposed payments due**

a) to review payments list.

**18. To received Committee Reports and adoption of recommendations from the Environment Committee** (\*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. (\*Cllr Shiel)

d) **Community Crisis Plan** (\* Cllr Shiel)

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

**19. 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)

a) To approve recommendations for a staffing committee

**20. 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 Mayor of Queenborough, Cllr R Darby)



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## **i) Planning Committee Working Party**

Queenborough & Rushenden Neighbourhood Plan Steering Group  
Circulated draft minutes to be noted (\*Cllr A Shiel)

## **21. Reports from QTC Representatives and Trustees Serving on Other Bodies:**

(\*denotes Councillor representing QTC)

### **Local Community Bodies.**

- a) **Queenborough Town Community Centre** (\*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 Telford and Flew)
- e) **Rushenden Community Hall Association**  
informally known locally as Rushenden Club (by report)

### **Swale Area Bodies.**

- f) **KALC the Swale Area Committee** (\*Cllr Marchington and Cllr Shiel)
- g) **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 Marchington)
- k) **Swale Rail** (\*Cllr Telford)
- l) **VEL Surgery PPG** (\*Cllr Telford)

**22. To review correspondence** and take appropriate action.

(\* Any Reference to email circulated date, list available from the Town Clerk)

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

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

**25. The meeting will be closed to adopt the minutes for closed item 20 from the Full Council meeting held on Monday 29<sup>th</sup> April 2024 due to the confidential nature of business that was discussed.**

Miss Lisa Gransden - Town Clerk

**Next Meeting of the Full Council will be on Monday 5<sup>th</sup> August 2024**

Full Council

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