



# 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 3<sup>rd</sup> March 2025** starting at **7.00 pm** in the **Committee Room, 44 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. 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) To receive reports from Kent County Council and Swale Borough Council Councillors
- 5. Kent Police - Policing Matters report/update.**
- 6. Adoption of the Minutes of the Council meeting held on Monday 20<sup>th</sup> January 2025**  
draft minutes circulated.
- 7. Review of matters arising from previous meeting held on Monday 20<sup>th</sup> January 2025**  
for items not covered by other Agenda items.
- 8. Co-option of New Town Councillor**
  - a) Presentation by applicants, followed by any questions from Councillors.
  - b) Vote by CouncillorsDependent on result at item (b) the following shall take place,
  - c) Signing of Declaration of Acceptance of Office to agree to be bound by the Code of Conduct of the New Co-opted Councillor .
  - d) Declarations of interest on Agenda from the New Co-opted Councillor.
- 9. Mayor of Queenborough, Councillor Richard Darby's remarks**

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## 10. Financial reports

i) **Cashbook and bank reconciliation** for December 2024 and January 2025 as approved by the Finance & General Purposes Committee. Circulated.

ii) **Authorisation of proposed payments due** to review payments list. Circulated.

**11. To review Queenborough Town Council Reserves and consider proposals of recommendations for earmarked project reserves from the Finance and General Purposes Committee**

**12. To receive Committee Reports and adoption of recommendations from the Environment Committee from those minutes, with any matters arising.** Circulated.

(\*denotes Chairperson of Committee) (\*Cllr Mawhinney)

i) **Environment Committee Working Parties:**

a) **In Bloom** (\*Cllr Telford)

b) **Allotments** (\*Cllr Telford)

c) **Annual Event and Christmas Lights** (\*Cllr Telford)

Set date for Annual Event and Christmas Lights Meeting

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

Set date for Community Crisis Plan Meeting

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

**13. To receive Committee Reports and adoption of recommendations from the Finance and General Purposes Committee from those minutes, with any matters arising.** (\*denotes Chairperson of Committee) Circulated. (\*Cllr M Constable)

a) Ratification requested from Full Council for the proposal from Finance and General Purposes Committee for the proposed upstairs toilet at the Old School building.

b) Ratification requested from Full Council for the proposal from Finance and General Purposes Committee for the quote for outside building works at the Old School building.

c) To consider proposal from the Finance and General Purposes Committee for a Discretionary Grant to VIBE

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**14. To receive Committee and Working Party Reports and adoption of recommendations from the Planning Committee from those minutes, with any matters arising.**  
(Chairperson appointed at each meeting)

**i) Planning Committee Working Party**

Queenborough & Rushenden Neighbourhood Plan Steering Group

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

(\*denotes Councillor representing QTC)

**Local Community Bodies.**

- a) **Queenborough Town Community Centre** (\*Cllr Marchington and Cllr J Constable)
- b) **Queenborough Fishery Trust** (\*Trustees Cllr J Constable and Cllr Simpson)
- c) **Queenborough Harbour Trust** (\*Cllr Marchington)
- d) **Queenborough School and Nursery** (\*Cllr Telford and Cllr Mawhinney)

**Swale Area Bodies.**

- e) **KALC the Swale Area Committee** (\*Cllr Marchington)
- f) **Local Councils' Liaison Forum of SBC** (\*The Mayor of Queenborough and the Town Clerk)
- g) **Swale Area Committee of SBC** (\*Cllr Simpson)
- h) **Swale Joint Transport Board** (\*Cllr Marchington)
- i) **Swale Rail** (\*Cllr Telford)
- j) **Sheppey Light Greenway Project** (\*Cllr Mawhinney)
- k) **VEL Surgery PPG** (\*Cllr Telford)

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

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

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

Miss Lisa Gransden - Town Clerk

**Next Meeting of the Full Council will be on Monday 14<sup>th</sup> April 2025**

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