



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **FULL COUNCIL OF KINGS HILL PARISH COUNCIL ON WEDNESDAY 16TH JUNE 2021 AT 19:30 IN THE JIM FRY ROOM.**

Signed: *Julie Miller* Date of 10th June 2021
Clerk and Responsible Financial Officer Issue:

Members Cllr S Barker, Cllr M Colman, Cllr S Falzon-Thomas, Cllr C Henley, Cllr S Kirk, Cllr C Finlay, Cllr A Petty, Cllr N Redding, Cllr N Sherlaw, Cllr D Waller, Cllr R Zahidi

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Kings Hill Parish Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

Agenda

1. **To receive and accept Apologies for Absence**
2. **To receive Declarations of Interest & lobbying**
3. **Minutes** to receive and approve for signature the minutes of the meetings held on 19th and 21st May 2021. Appendix A and B
4. **Chairman's Announcements – to receive announcements**
5. **Councillor Vacancy**
 - 5.1. To note election timetable as displayed on parish council website.
6. **Minutes of committee meetings and working groups** – to receive the minutes and allow members to ask any questions on decisions made by committees:
 - 6.1. Planning, Transport and Environment Committee Minutes 05/05/2021 Appendix C
7. **External Reports**
 - 7.1. To receive report from County Councillor.
 - 7.2. To receive report from Borough Councillor.
 - 7.3. To receive monthly report from Kent Police.
8. **Code of Conduct**
 - 8.1. To receive minutes of Standards Hearing Panel concerning the result of the upheld Code of Conduct complaint of bullying and harassment by Cllr Petty towards council staff and agree actions. Appendix D
 - 8.2. To consider government petition for legislation to enable councillors to be disqualified or suspended for poor conduct.
9. **Annual Governance and Accountability Return 2020-21**
 - 9.1. **To review the system and effectiveness of internal controls.** Appendix E
Councillors to consider the attached statement of internal control in support of the Annual Governance Statement. The Chair of the meeting and the clerk to sign.

- 9.2. **To approve the Annual Governance Statement for 2020/21, Section 1 of the AGAR for the year ending 31 March 2019.** The Chair of the meeting and the clerk to sign and date. Appendix E

It is good practice for members to assess each of the mandated requirements specified in the Practitioners' Guide when considering a Yes/No response to each assertion.

- 9.3. **To consider and approve the Accounting Statements for 2020-21, Section 2 of the AGAR for the year ending 31 March 2021, the supporting Bank Reconciliation as at 31 March 2021 and the explanation of significant variances from last year (2019-20) to this year (2020-21).** The Chair of the meeting and clerk to sign and date. Appendix F

10. Consultations

- 10.1. To consider a response to the electoral review of Tonbridge and Malling District Council.

<https://www.lgbce.org.uk/all-reviews/south-east/kent/tonbridge-and-malling>

11. Motion from Councillors

- 11.1. Cllr Falzon-Thomas: To consider the project plan for the provision of Christmas dinners for presentation to the Finance & Human Resources Committee. Appendix to follow
- 11.2. Cllr Kirk
To approve Cllr Kirk's membership to the Planning, Transport and Environment Committee.
- 11.3. Cllr Redding:
(a) To create a public facing summary of the sports spark shooting incident alongside making any supporting documents available with personal information redacted.
(b) To create a working group to review all standing orders, terms of reference and determine if any need to be updated or modified to improve the operational working of the council.
- 11.4. Motions from Cllr Zahidi:
(a) That the use of one drive and cloud to raise questions and store or exchange documents without public access is in breach of public law bar for any confidential documents. And that the one Drive or Cloud is used for such purposes only if public have access to it.
(b) That all Parish business and agenda items in relation to Human Resources appointments and remunerations are dealt with in Full Council.
(c) That Membership to FHR committee is extended to 12 by virtue of this motion or by motion to change any standing order dealing with FHR committee membership.
(d) That all Financial decisions and parish agenda items of £5000 or more decisions on expenses or budget are discussed in Full Council meetings. Not carried as minutes from committees to ratify.
(e) All parish business in relation to amenities and all assets owned leased or gifted of value of £5000 and above are made in Full Council meetings.

- (f) Items dealing with public amenities to include residents' representatives at the earliest stages and periodic meetings thereon as required. Those meetings held with all 12 Councillors not a select committee members only.
- (g) That any chair, deputy chair position whether of full council or any committee is not to be held consecutively for more than a year at a time whether chair and deputy ship of full council or any committee by any councillor unless and only if no other councillors have put themselves forward for votes for those positions.
- (h) May we as Parish use our precious time to provide help, support and better services with the public funds we are entrusted with to the vulnerable, elderly and those with special needs and to all residents of our Community. May we continue to serve and make Kings Hill an extended home from home where businesses grow and where we care for the environment, wild life and nature and enjoy the greens we are blessed with.

11.5. Motions from Cllr Henley:

- (a) Standing order review. To hold a full review of all standing orders, delegated responsibilities etc
- (b) HR Review, to hold a full review of the HR processes, including but not restricted to the assessment of current understanding of all staff working hours, place of work (ie office based), job descriptions, job titles, workload, relations to councillors, disciplinary process, staff equipment and personal use of (phones, computers etc), historic professionalism and expectations. Also, discuss changes to make all staff costs transparent to the public. The council must be held to account for all costs, including staff costs and where the parish purse is being spent. Also proposed is a modern equivalent of a time study on staff activities.
- (c) GDPR Contractor review, to hold a FULL review of all costs, associated hours and individual engagements with the contractor Data Protection Enterprise Ltd since the start of the arrangement last year 2020.
- (d) Financial Reporting review, to hold a full review including proposals and voting for amendments to move forward with. This review is to assess the effectiveness of the current financial reporting. The presenting of just the purchase ledger is ineffective and lacks the detail to enable questions to be answered when raised within council / committee debate. As a council we need to improve the processes currently being followed to reduce the constant delays in basic questions and issues being answered.
- (e) Confidentiality review, to ascertain the necessity to reduce the level of private session agenda items to a minimum. The parish now demands a greater transparency, and the excessive use of private session must stop.

11.6. Motion from Cllr Falzon-Thomas:

Full review of the staff's conduct towards councillors, roles, responsibilities, working hours and job titles.
All discussed without any staff present.

12. Administrative & Financial Matters

- 12.1. To ratify purchase ledger payments - April 2021.
- 12.2. Councillors to raise any potential risks not already included in the risk register.

Appendix F

13. Next meeting date – 21st July 2021

14. To report external meetings with representatives of KHPC – to allow members to ask any questions and to receive the minutes.

- 14.1. There were none reported.

15. Questions.

Questions from councillors shall be recorded in the minutes and responded to at a later date.

- 15.1. To receive answers to questions from councillors since last meeting. **There are none.**
- 15.2. To receive answers to questions raised in public participation session at last meeting.
- 15.3. To note questions from councillors for which answers shall be responded to at the next meeting.

Appendix G

Item 16 will be held in confidential session pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 as the investigation report contains legally privileged information. The decision shall be reported in the minutes.

16. Legal Action

- 16.1. To receive response from solicitor and agree actions.

Appendix H