



# Broomfield and Kingswood Parish Council

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## Minutes of the Annual Parish Council Meeting

Minutes of the Annual Parish Council Meeting held at the Village Hall, Gravelly Bottom Road, Kingswood,  
Monday, 21 May 2018.

**Present:** Cllr Christina Clark(CC)-Chair; Cllr Gareth Davies(GD); Cllr Mike Darling(MD);  
Cllr Tom Hoy(TH); Cllr Steve Lakin(SL); Cllr Peter Page(PP); Cllr Janet Tandy(JT). (7)

Mrs G Gosden – Parish Clerk & Responsible Financial Officer

There were 5 members of the public present. There were no declarations of intent to record the meeting.

Cllr Clark opened the meeting at 8.06pm

Min No		Action
1	<b>Apologies for Absence:</b> Cllr Annette Friend – Family Commitments Cllr Paul Milton – Illness Cllr Shellina Prendergast, KCC – Family Commitments Cllr Gill Fort, MBC – Travel problems Ken Pattison, NHW -	
2	<b>Councillors Declarations (Regarding Agenda Items)</b>  13.1 Lobbying 13.2 Personal Interest 13.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) <i>There were no declarations</i>	
3	<b>Welcome by the Presiding Parish Council Chairman, Tina Clark</b>	
4	<b>Minutes of the Annual Parish Council Meeting held on 15th May 2017</b> were agreed as a true record and signed by Cllr Clark	
5	<b>Election of Chairman (2018/19)</b> 5.1 Cllr Darling proposed Tina Clark be elected as Chairman, Cllr Clark accepted the nomination, this was seconded by Cllr Lakin and agreed unanimously. 5.1 Cllr Clark signed the Declaration of Acceptance of Office	
6	<b>Election of Vice Chairman (2018/19)</b> 6.1 Cllr Clark proposed Gareth Davies be elected as Vice Chairman, Cllr Davies accepted the nomination, this was seconded by Cllr Lakin and agreed unanimously. 6.2 Cllr Davies signed the Declaration of Acceptance of Office	
7	<b>For members to confirm that they agree to receive ALL communications electronically during their period of office.</b> Agreement was unanimous.	
8	<b>Election of Committee Members</b> Councillors unanimously agreed to membership of the following committees.  8.1 Community Centre Committee - MD, GD, AF, TH, SL, PM, PP, JT 8.2 Finance & General Purposes - CC, MD, GD, TH, SL, PM, PP, JT 8.3 Planning - CC, MD, GD, TH, SL, PM, PP, JT 8.4 Recreation & Sports Field - CC, MD, GD, TH, SL, PM, PP, JT 8.5 Staffing - CC, MD, PP	

Signed \_\_\_\_\_

9 **Election of Representatives to Other Bodies**

Councillors had resolved at the Parish Council Meeting in April 2018 that they would make themselves available as needed to attend the various external groups/meetings (apart from the village hall committee). The below named representatives are for correspondence purposes only.

- 9.1 Joint Parishes Group - TH, SL
- 9.2 Kent Association of Local Councils - TC, SL
- 9.3 Kingswood Primary School - AF
- 9.4 Police Forum - GD, MD
- 9.5 Rural Transport Group - JT
- 9.6 Village Hall Committee - MD

10 **To report on progress towards Village Hall extension proposal.**

Cllr Hoy reported that Councillors had visited Boxley Parish Council who are undergoing an extension of their parish hall. There would need to be a consultation of parishioners to further the project

11 **To receive any questions/ comments from the public**

No questions were forthcoming.

12 **Any Other Business:-**

**12.1 Finance**

12.1.1 **Approval of Annual Return –**

(i) The Annual Governance Statement for 2017/18 was approved unanimously and signed by the Chair, Cllr Clark and the Parish Clerk.

(ii) The Accounting Statement was approved unanimously and signed by the Parish Clerk and Chairman, Cllr Clark.

12.1.2 **The Parish Service Scheme Annual Statement 2017-18** was approved unanimously by Councillors and signed by the Chair, Cllr Clark and the Parish Clerk.

12.1.3 **Approval of Annual Insurance proposal** – Came & Co had provided three quotes for the Annual Insurance, Councillors unanimously agreed to the Inspire policy but requested changes to the Business Interruption section by increasing the cover from £10,000 to £20,000 and required clarification on 'Key Person Cover'.

Clerk

13 **Any Other Information**

13.1 Councillors have been invited to contribute to the Village Hall Fair on 6 July – agenda item for June.

13.2 HAGs will be refunding £100 + vat due to a quality control issue on the new MUGA.

13.3 Planning meeting required – agreed 04 June – 7.15pm

13.4 The next Community Centre Committee meeting is scheduled for 7.30, 04 June.

14 **Date of Next Annual Parish Council Meeting**

The anticipated date of the next Annual Parish Council Meeting will be 20 May 2019, to be confirmed.

**There was no further business, Cllr Clark closed the meeting at 9.06pm**

Signed \_\_\_\_\_