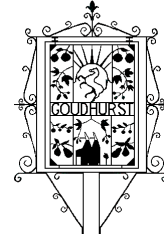


# Goudhurst Parish Council

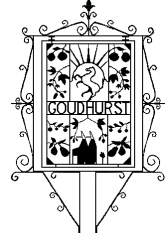


## Meeting of the Parish Council 9th July

MEETING  
9 July 2024 19:30 BST

PUBLISHED  
3 July 2024

# Goudhurst Parish Council



To: Members of Goudhurst Parish Council

I summon you to a Meeting of Goudhurst Parish Council on Tuesday 9<sup>th</sup> July 2024 at 7.15 for a 7.30pm start in The Church Rooms, Back Lane, where business detailed on this agenda will be discussed. At 7.15pm, members of the public are invited to speak with Councillors but the meeting will officially start at 7.30pm.

**Goudhurst Parish Council recognises that there are continuing risks associated with COVID-19 and is supportive of individuals wearing masks in meetings and maintaining a social distance. In order to keep everyone safe, please do not attend a meeting if you have COVID-19 symptoms or have tested positive for COVID-19 in the past 5 days. We will continue to review the risks and will comply with any future controls recommended or mandated by HM Government.**

Members of the Public and the Press are welcome to attend this meeting and to ask questions or raise issues of local interest during the 7.15pm to 7.30pm session. Thereafter they are welcome to stay and observe the rest of the Meeting; members of the public are not permitted to speak during the remainder of the meeting except by special invitation of the Chairman, Public Bodies (Admission to Meetings) Act 1960, s1. Please note, Council cannot lawfully decide on items of business not specified on the published agenda although the Chairman may decide to refer any issues raised for further discussion (LGA 1972 Sch 12, 10 (2)(b)).

Please inform the Clerk, if you intend to film or record the Meeting.

Katrina Hoyle  
Acting Clerk to Goudhurst Parish Council  
2<sup>nd</sup> July 2024

Parish Council Office - The Hop Bine, Ranters Lane, Goudhurst, TN17 1HN  
01580 212552 | <https://goudhurst-pc.gov.uk>

Quorum for Council: 4 Members

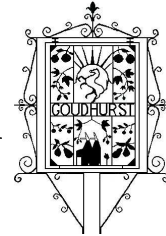
# Agenda

Location	Date	Time
The Church Rooms, Back Lane	9 Jul 2024	19:30 BST

Item	Page
7.15pm - prior to the start of the meeting. Questions and comments from members of the press and public.	-
This is an opportunity for members of the public to ask questions or raise issues of local interest. Thereafter they are welcome to stay and observe the rest of the Meeting (members of the public are not permitted to speak during the remainder of the meeting except by special invitation of the Chairman) Public Bodies (Admission to Meetings) Act 1960, s1. Please note, Council cannot lawfully decide on items of business not specified on the published agenda although the Chairman may decide to refer any issues raised for further discussion (LGA 1972 Sch 12 10 (2)(b)).	-
1 To receive apologies for absence and to approve the reasons given.	-
2 Declarations of Interest	-
3 To approve and sign as a correct record the Minutes of the Parish Council Meeting held on Tuesday 11 June 2024, and available to members prior to the meeting via Board Intelligence.	5
Members are reminded that only issues relating to material accuracy can be discussed.	-
4 To receive reports from County and Borough Councillors (limited to 10 minutes in total).	-
5 RFO Report	27
5.1 To resolve to approve payments for June 2024.	-
6 Resolutions	-
6.1 To resolve to amend the Standing Orders to state the ex officio, to only have voting rights when a Committee is not at quorate.	30
6.2 To resolve to purchase 10 hourly credits in advance at £800 for adhoc IT Support	51
6.3 To resolve to instate the new IT system, and confirm if proceeding with Teams or without.	52
6.4 To resolve to appoint the building contractor for the new office	57
7 To receive an update regarding the Events Calendar and clarify council involvement	-
8 To receive an update on the development of Council's core values.	-
9 To receive an update regarding the Grass Management Plan and decide any action if needed.	-
10 To receive delegated action points, for each Committee, from the recent Resident's Survey	-
11 To receive an update regarding the fire alarm grant request from the Village Hall.	-
12 Committee Reports	-
12.1 Council to adopt the minutes of the Burials Meeting held on 18th June 2024 and to note the decisions made.	73
It was resolved for a temporary hold on non-Goudhurst residents to be interred in a new plot, unless there is a connection or moved away within two years	-

	Item	Page
	It was resolved for a review to be undertaken of the remaining burial ground spaces	-
	It was resolved for the Clerk to speak to the Diocese regarding expanding the site	-
	It was resolved for any internment enquiries to be processed via Funeral Directors only	-
	It was resolved to add 12 month minimum time passed from date of Internment to date of Memorial installation to the Burial Regulation	-
	It was resolved for the expenditure of £280 for the Rialtas Training for staff	-
12.2	Council to adopt the minutes of the Finance Committee held on 18th June 2024 and to note the decisions made.	76
	It was resolved for each Committee to a set contingency amount annually next year. The amount will be set at budget process	-
	It was resolved for virements to be added into the Finance Regulations to allow the Finance Committee to make adjustments where necessary.	-
	It was agreed for members to submit grant submission criteria to RFO to collate into an updated Grant Policy to be approved at the next meeting	-
	It was resolved to approve the following grant request. Goudhurst Scout Group - £998.94	-
12.3	Council to adopt the minutes of the Highways Committee held on 25th June 2024 and to note the decisions made.	78
	It was agreed to chase Highways for the average speed date, along North Road	-
	It was agreed to add the suggestion of a roundabout at the Goudhurst Inn turning to the HIP	-
	It was agreed to add the repainting of the lines by The Vine, onto the HIP	-
12.4	Planning Committee	-
12.5	Members to note Committee recommendations and TWBC decisions in June 24	80
13	Chairman's Report	-
14	Clerk's Report	82
15	Correspondence	-
16	Items for information	-
16.1	Date of next Meeting 13th August 2024, 7.15 for 7.30 start at The Church Rooms.	-

# Goudhurst Parish Council



## MINUTES OF THE MEETING OF GOUDHURST PARISH COUNCIL

on Tuesday 11<sup>th</sup> June 2024 at 7.00pm in Church Rooms Back Lane

Before the meeting was convened, there was public participation from 7.15 to 7.30pm and a member of the public spoke regarding feedback over the village fete parking. This will be saved and shared with the next organisation who runs the event.

### PARTICIPANTS

**Councillors present:** Cllrs Craig Broom, Antony Harris (Chairman), Phil Kirkby, David Knight (Borough Councillor), Geoff Mason, Julia Kiggell, Ed Read-Cutting, Caroline Richards and Alison Webster, Edward Hodgskin

**Others present:** One parishioner

**Officers present:** Katrina Hoyle Acting Clerk, Rebecca Barden Assistant Clerk, Panetta Horn RFO

### APOLOGIES

135/24 Apologies were received from Cllr Paul Wareham due to holiday. Suzie Kember for working late.

### DISCLOSURES OF INTEREST

136 /24 Cllr Phil Kirkby and Edward Hodgskin for being on the Hall Committee

### MINUTES OF THE LAST MEETING

137/24 It was **resolved** to sign the Minutes from 14<sup>th</sup> May, with the condition of changing Alison Webster to staffing committee, rather than Caroline and a tweak.

### REPORTS FROM COUNTY & BOROUGH COUNCILLORS

138/24 Cllr David Knight reports, the first Full TWBC meeting was held on Wednesday 29th May where a new Mayor Nancy Warne, Tunbridge Wells Alliance member for Cranbrook Sissinghurst and Frittenden was appointed. As usual there were a number of guests including many past Majors. Appointments were made to the new committees of the Borough which is normally an uncontroversial matter, but this year opposition parties had objections to the appointments of chairs and vice chairs that the Lib. Dems had made due to their lack of experience at TWBC. It was considered this not only to be unwise but also unfair to the new members, dropping them straight in the deep end, especially as some committees such as Licensing and Planning etc can have major effects of our residents' lives and businesses. This was reported in the local press and several opposition members, including Cllr David Knight spoke against this motion but as the Lib. Dems. now control the council the agenda item was resolved.

### RFO REPORT

139/24 The Council **noted** the summary of receipts and payments in May 2024.

**Receipts UTB in May 2024**

Licences	500
Burial Authority	145
Mary Day Garage Rents	620
Grants	2,666

**Receipts CCLA in May 2024**

<b>Total Receipts</b>	4,364
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**Payments May 2024**

UTB	15,419
CCLA	0

<b>Total Payments</b>	£15,419
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**Cash Balances at Bank as at 31<sup>st</sup> May 2024**

UTB	31,641
CCLA	101,515
Instant Access	150,000

<b>Current Balances</b>	<b>£283,156</b>
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- 140/24 Council **resolved** to approve the payments for June 2024 as presented at the meeting and detailed in Appendix 1.
- 141/24 It was **resolved** that Cllrs Geoff Mason and Caroline Richards would approve the electronic payments on UTB. **Action: RFO**
- 142/24 It was **resolved** to move £50,000 into CCLA and signed by Cllr Phil Kirkby and Caroline Richards
- 143/24 The Council **noted** the Internal Audit Report comments and **resolved** to accept the recommendations.
- 144/24 It was **resolved** to sign the AGAR and it was signed by Cllr Antony Harris and Acting Clerk Kat Hoyle.
- 145/24 It was **resolved** for the expenditure £16,000 for the damp proofing from Gullivers, due to the 10year guarantee, survey paid for and reputation of the company. Another quote was sought, but no-one would quote and third quote was non comparable.
- 146/24 It was **resolved** the Council were satisfied with additional property enquiries and Solicitor report regarding the proposed purchase of The Antique Shop, High Street, Goudhurst TN17 1AL and no further action required
- 147/24 It was **resolved** for the pre-approved signatories to sign the Transfer Deed, the License to Assign and the Contract for Sale for the Purchase of The Antique Shop, High Street, Goudhurst TN17 1AL. These were signed during the meeting.
- 148/24 It was **resolved** to delegate authority on the appointment of contractors for the renovation works needed for the new office to the Finance Committee .
- 149/24 It was **noted** additional building quotes were being sought. Action: Clerk to send to Cllr Webster the schedule of works
- 150/24 It was **resolved** an application for a Lawful Development Certificate for the new office will not be submitted due to the advice given by Tunbridge Wells Planning Department, and the change of use from shop to office being permitted within Class E.

151/24 It was **resolved** to defer the grant request for the replacement fire alarm at the Village Hall upon waiting for further information. Action: Cllr Phil Kirkby and Edward Hodgskin to obtain and report back in July.

152/24 It was **resolved** to support the grant request for the replacement doors, on the BT Building by the village hall for the full amount given.

#### CORE VALUE

153/24 To receive an update on the development of Council's core values was deferred

#### CASUAL VACANCY

154/24 The resignation of Councillor Julia Kiggell was noted and the Casual Vacancy process to begin on 1<sup>st</sup> July 2024. Cllr Kiggell was thanked for her time served.

#### RESIDENT SURVEY

155/24 To it is **noted** the action points, for each Committee, from the recent Resident's Survey are being worked on. It is further noted there 1117 comments to be read and assigned.

#### AMENITIES COMMITTEE

156/24 It was **resolved** the minutes of the 28<sup>th</sup> May 2025 to be adopted and noted the decisions made:

- Cllr David Knight was elected as Chairman of the Amenities Committee.
- Cllr Suzie Kember was co-opted into the Amenities Committee
- The approved expenditure of Millennium Walk to be paid from budget code 5382.
- B&K be appointed to install the AED to be paid from budget code 5108
- The approval of expenditure of £850 for the painting of the village sign on The Plain and be paid from budget code 5325
- To replace the damaged bench on The Plain and be paid from budget code 5325
- To tidy and replant the water trough expenses to be paid from budget code 5300.
- To keep the spare St Mary's Days Garage for Parish Council storage

157/24 It was **noted** the water trough has been updated and looks good.

#### PLANNING COMMITTEE

158/24 Council **noted** the *recent planning Applications. Please see Appendix 3.*

#### CHAIRMAN'S REPORT

159/24 Cllr Harris express his thanks to Cllr Edward Hodgskin for his organisation for the successful Day memorial event.

160/24 It is requested the Terms of Reference be combined into one document. Action: Clerk

#### CLERK'S REPORT

161/24 Council **noted** the report received. Please see Appendix 3

162/24 It was **agreed** for Cllr Edward Hodgskin to confirm details of the village Christmas event during the next meet up. It was **agreed** for Cllr Antony Harris to be another key contact for events in the village.

163/24 It was **agreed** for parking to be allowed for the Toddler Cafe during term time on the Village Green, weather permitting.

ITEMS FOR INFORMATION

164/24 Cllrs Craig Broom and Antony Harris report a scheduled meeting between GPC and a local resident to discuss a long term solution for parking.

NEXT PARISH COUNCIL MEETING

165/24 The next Council Meeting is Tuesday 9<sup>th</sup> July 7.30pm at The Church Rooms.

The meeting closed at 21.30

Kat Hoyle  
Acting Clerk  
14.05.24



**Accounts Payable to 31.05.2024 for authorisation**

Payment Number	Invoice number	Payee	Expenditure	Gross	Net	Code	VAT	Authorisation
24111		F&C	Cleaning of Balcombes Toilets	823.20	686.00	s	137.20	Contract
24112	6340	Groundscare	May Maint St Marys	800.16	666.80	z	133.36	Contract
24113	104707 76	Focus	May Phone and Broadband	171.23	142.69	s	28.54	Contract
24114	242548	Capel	CF Season renovation of football pitch	4,034.40	3,652.00	s	382.40	Contract
24115	BK2158 55-1	SLCC	CCTV training Hoyle	36.00	30.00	S	6.00	clerk
24116	SD939- 1	SLCC	Job Vacancy Advertising package (October 23)	240.00	200.00	s	0.00	clerk
24117	43569	Envirocure	Monthly L8 tests at Chequer Field	64.00	53.33	s	10.67	Contract
24118	42886	Envirocure	Annual RMV test Chequer Field	226.80	189.00	S	37.80	Contract
24119	36055	IDEN signs	ACM signs	241.80	201.50	S	40.30	Amenities
24120		Microshade	Feb - March software support	1,078.80	899.00	S	179.80	Contract
24121	66608	Veolia	April bin collections	44.28	36.90	s	7.38	Contract
24122		Ann Millward	27/3-22/5 22.5hrs Burial digitisation	337.50	337.50	Z	0.00	Contract
24123	3326	Atex	Bench for Plain	585.50	487.92	S	97.58	Amenities
24124	21974	B&K	Replacement light in Toilets	117.95	98.29	S	19.66	Clerk
24125	21967	B&K	Installation of ventilation system	6,573.60	5,478.00	S	1,095.60	Council
24126		Chris Smith	Reimbursement for booklets	100.00	100.00	z	0.00	Council
24127	508811 -1	SLCC	Clerks Manual	55.49	55.49	z	0.00	Clerk
24128		Living forest	Hedge works in Burial Grounds	6,486.00	5,405.00	s	1,081.00	Council
24130	42984	Envirocure	L8 control tests March chequer field	64.00	53.33	s	10.67	contract

24131	42891	Envirocure	Annual Calorifier inspections chequer field	226.80	189.00	S	37.80	contract
24132	67676	Veolia	May bin emptying burial ground	54.18	45.15	s	9.03	Contract
24133		HMRC	Late fees for unpaid NI relating to previous Deputy Clerk's pension.	105.05	105.05	OTS	0	Statutory

An interim payment of £2,141 to Zurich for the Council's insurance was made outside of Council Payment runs to prevent the insurance expiring.

The Council needs to appoint two Councillors to authorise the Payments on Unity and new standing orders to Capel groundscare and microshade for contracted services.

#### **UTB and CCLA**

An application to Unity Trust to add new Councillors, Edward Hodgskin and Paul Wareham, will be brought to the meeting for signature. A request for all councillors who are not currently signatories to provide their information for Unity Trust has been made.

As agreed, a letter of authority to Unity Trust approving the RFO to authorise internal transfers will be brought to the meeting for signature.

Given the significant balance held in Unity Trust, it is suggested that the Council deposit £100K into CCLA to take benefit of the interest paid on these funds. A transfer form will be brought to the meeting for signature.

RFO 's Report June 2024

Grant Budget 24/25

Budget		9500
EMR		<u>3800</u>
		13,300
Spent	Village Fete	354
	PWCAC	<u>500</u>
		854
Anticipated	KD Quarry Centre Grant	300
	KD Village Hall Maint Grant	550
	Scouts Grant	1,000
	<u>KD Millennium green Maint</u>	<u>3,050</u>
		4,900
Unallocated		7,546

An application is in the process for the TWBC grant towards the cost of renovating the new office.

Panetta Horn  
RFO  
5<sup>th</sup> June 2024

# Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2024
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2024</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2023/24

E Goudhurst Parish Council

Goudhurst-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

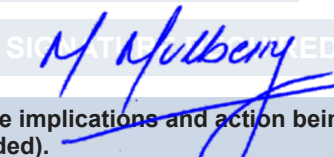
21/05/2024

DD/MM/YYYY

DD/MM/YYYY

Mark Mulberry

Signature of person who carried out the internal audit



Date

21/05/2024

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

E Goudhurst Parish Council Y

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

11/06/2024

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Goudhurst-pc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2023/24 for

E Goudhurst Parish Council Y

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	127,164	155,917	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	210,000	219,800	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	32,541	46,026	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	72,173	65,592	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	3,239	3,197	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	138,376	142,833	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	155,917	210,121	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	148,181	194,140	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	343,513	347,503	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	45,600	43,200	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

21/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

21/05/2024

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



# Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of E Goudhurst Parish Council Y

## 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

## 2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

## 3 External auditor certificate 2023/24

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

# Goudhurst Parish Council



## AMENITIES COMMITTEE

Minutes of a Meeting held on 28<sup>th</sup> May 2024 at 7.30pm in The Church Rooms, Back Lane.

### PARTICIPANTS

*Councillors Present:* Cllrs David Knight, Antony Harris, Caroline Richards, Alison Webster, and Ed Read-Cutting.

*Officers Present:* Rebecca Barden, Assistant Clerk

### APOLOGIES

106/24 Cllrs Geoff Mason and Julia Kiggell sent their apologies.

### DISCLOSURES OF INTEREST

107/24 There were none.

### MINUTES OF THE LAST MEETING

108/24 It was resolved the minutes of the Amenities Committee meeting held on 27<sup>th</sup> February 2024, and previously distributed to members via Board Intelligence, be accepted as a correct record.

### QUESTIONS FROM THE PUBLIC AND PRESS

109/24 There were none.

### MATTERS FOR CONSIDERATION

#### 110/24 *To Elect a Chairman of the Amenities Committee*

Cllr Alison Webster proposed Cllr David Knight, Cllr Caroline Richards seconded and this was unanimously agreed by those present. **Resolved:** Cllr David Knight is the Chairman of the Amenities Committee.

#### 111/24 *To Resolve to Co-opt Cllr Suzie Kember as an additional member of the Amenities Committee*

Cllr David Knight explained that Cllr Suzie Kember had expressed an interest in joining the Amenities Committee. **Resolved:** Cllr Suzie Kember be added as an additional member of the Amenities Committee. **Action: Assistant Clerk to update website, noticeboards.**

#### 112/24 *To receive an update and make a decision on painting the new Goudhurst phone box*

The Assistant Clerk gave an update regarding the feedback from the painters that had been asked to quote. There was a discussion regarding the possibility of replacing the new phone box with an old-style telephone box and whether the defibrillator could be installed in the old-style phone box. The Assistant Clerk informed the Committee that there had been discussion of social media regarding using the new box as a book exchange. Cllr Webster stated that there was already a book exchange in the Social Club. Cllr Harris to add this information in the June Newsletter. **Action:** Assistant Clerk to establish whether the defibrillator could be installed in the old phone box.

#### 113/24 *To Resolve to appoint a contractor to install the AED in the old phonebox*

The Assistant Clerk informed the Committee that B&K had quoted for the work. **Resolved:** B&K be appointed to install the AED to be paid from budget code 5108. **Action:** Assistant Clerk to liaise with Cllr Kirkby.

#### 114/24 *To receive an update on the Millennium Walk sign posting, including the number of posts required and decide on any action needed*

- Cllr Richards walked the route last week and identified where the new information discs could be installed and whether any new posts were required. **Resolved:** It was agreed that expenditure of up to £200 was acceptable. **Action:** Cllr Richards to order 45 information discs from Iden Signs. **Resolved:** to be paid from budget code 5382.
- 115/24 ***To resolve the expenditure of £850 for painting the village sign on The Plain***  
Cllr Knight explained that the Parish Council need to take the sign down and taken to A&C Blasting Services. It was also noted that the supporting post needs to be replaced. There was discussion whether the new post should be oak or composite and also the location of the sign. **Resolved:** Assistant Clerk to arrange for the sign to be taken down and taken to A&C Blasting Services and to obtain quotes for the replacement post. **Resolved:** It was resolved to approve the expenditure of £850 for the painting of the village sign on The Plain and be paid from budget code 5325. **Action:** Assistant Clerk to obtain quotes for replacement post and action sign removal and repair.
- 116/24 ***To resolve to replace the damaged bench on The Plain.***  
There was a discussion to identify which bench was damaged and what the damage was. **Resolved:** to replace the damaged bench on The Plain and be paid from budget code 5325. **Action:** Assistant Clerk to order replacement bench.
- 117/24 ***To resolve the expenditure of £950 for Kilndown The Quarry and £750 for the Village Pond for water treatment***  
Cllr Webster explained that she had a site visit with Marion Sargeant who provided a lot of very useful knowledge regarding the drainage, filters for the village pond. Assistant Clerk updated the Committee that the water treatment for the Quarry Pond could not be carried out until the pond has been cleared. **Resolved:** Cllr Read-Cutting to liaise with Marion Sargeant (Goudhurst Village pond) and Tony Bovey (Quarry Pond) and for the payment to be made from budget code 5300. **Action:** Cllr Harris to provide contact details for Cllr Read-Cutting. Cllr Read-Cutting to contact Marion and Tony. Assistant Clerk to arrange water treatment for the village pond.
- 118/24 ***To receive an update regarding The Plain Information Board and decide on any further action needed.***  
Cllr Wester informed the Committee that the sign was in the process of being made and everything was moving forward. **Resolved:** to be paid from reserves.
- 119/24 ***To receive an update and decide on any action needed regarding the Duck House.***  
Assistant Clerk gave an update on the work being carried out on the Duck House. **Action:** Assistant Clerk to chase up contractor with a view to having it repaired and returned to the pond ASAP. **Resolved:** to be paid from budget code 5300.
- 120/24 ***To receive feedback on the litter bin collection from TWBC and decide on any action needed.***  
**Action:** Assistant Clerk to check progress with TWBC.
- 121/24 ***To resolve the addition of two Goudhurst Village Hall cameras on the Goudhurst Parish Council system.***  
There was a discussion regarding the current CCTV provision and its effectiveness. It was **resolved** for Cllr Webster to contact the current providers and discuss the issues. **Action:** Assistant Clerk to email Hall BT letter to Cllr Knight. Cllr Kirkby and Cllr Hodgskin to contact Village Hall Committee and identify need.
- 122/24 ***To resolve to re-instigate the investigation of one, unified CCTV system.***  
Cllr Webster asked whether this should take place when the Parish Council move to the new office. **Action:** Cllr Webster to liaise with current provider.
- 123/24 ***To resolve to keep the spare St Mary's Days Garage for Parish Council storage.***  
**Resolved:** to keep the spare St Mary's Days Garage for Parish Council storage.
- 124/24 ***To discuss and make a decision on next steps for the outside gym.***

The Committee are positive about this issue but are concerned about the costs. **Action:** Assistant Clerk to investigate costings, discuss funding with the RFO. Assistant Clerk to add the Petanque Pitch to the next Amenities Committee Agenda. **Resolved:** any costs would come out of reserves.

125/24 ***To resolve to tidy the trough on The Plain and decide on any action needed.***

It was noted that Cllr Webster and Marion Sargeant had visited the trough and tidied and cleaned it the previous week and the Assistant Clerk had purchased and planted up bedding plants in the trough that weekend. The Committee passed on their thanks for this work.

There was discussion regarding the trimming of overhead branches.

**Action:** Assistant Clerk to arrange for contractor to trim overhead branches. **Resolved:** expenses to be paid from budget code 5300.

ITEMS FOR INFORMATION

126/24 ***Goudhurst Parish In Bloom***

The Assistant Clerk gave an update on the progress of this event and encouraged everyone to enter. **Action:** Assistant Clerk to issue more posters and Cllr Knight to provide a poster for The Quarry Centre.

127/24 ***Goudhurst Parish Residents' Survey***

The results of the Parish Survey were discussed briefly and the need to analyse the results and allocate these to the appropriate committees was agreed. It was suggested that Cllr Broom undertook this analysis. **Action:** Assistant Clerk to inform Cllr Broom.

DATE OF THE NEXT MEETING

Next Amenities Committee Meeting on Tuesday 2nd July 2024.

The meeting closed at 8.42pm

Rebecca Barden  
Assistant Clerk  
28<sup>th</sup> May

## Appendix to Minutes of a Council Meeting held on 11<sup>th</sup> June 2024

### Recommendations and Decisions May 2024

Application	Address	Proposal	GPC	TWBC
24/00680/FULL	Higlers Rogers Rough Road Kilndown Cranbrook Kent	Front porch, rear extension, replacement & repositioned side porch, alteration of front elevation doors to window & creation of side window, chimney removal & replacement flue, and solar panels	Approve	Approve
24/00617/FULL	The Glade, Old Park Wood, Goudhurst Road	Replacement dwelling	Approve	Approve
24/00757/FULL	First Cottage , North Road	Demolition of outbuilding, removal of dormer, addition of rear single & double-storey extension, 4no. rooflights, solar panels, air vent	Approve	Approved
24/00758/LBC	First Cottage , North Road	Listed Building Consent - Demolition of outbuilding, removal of dormer, addition of rear single & doublestorey extension, 4no. rooflights, solar panels, air vent, form new partition wall & lower floor on ground floor, form new opening, partition walls, removal of door & section and replace to first floor	Approve	Approved
24/00936/FULL	Woodfield House , Jarvis Lane,	Erection of a carport	Approve	

## Appendix to Minutes of a Council Meeting held on 11<sup>th</sup> June 2024

### Recommendations and Decisions May 2024

	Goudhurst, Cranbrook, Kent, TN17 2NN			
24/00905/FULL	Millfield Smiths Lane Goudhurst Cranbrook Kent	Two storey extension and balcony to rear	Approve	Approved
14.05.24	24/01090/LBC	Combwell Priory , London Road, Flimwell, Wadhurst, Kent, TN5 7QD	Listed Building Consent - Installation of EV charging point	Approve
14.05.24	24/01120/LBC	Burgess Stores , High Street, Goudhurst, Cranbrook, Kent, TN17 1AL	Listed Building Consent - Installation of a fibreglass roof to the canopy over the main entrance	Approve. It is noted Council prefer lead coloured
14.05.24	24/01024/LBC	Fountain House , High Street, Goudhurst, Cranbrook, Kent, TN17 1AL	Listed Building Consent - Removal of partition arch between kitchen and dining room, relocation of door between dining room and snug, relocation of bathroom from east-west to north-south orientation (works carried out)	Approve
24/01113/FULL	Strawberry Cottage Ladham Road Goudhurst Cranbrook Kent	Single storey residential annexe	Refuse	
24/01175/SUB	Land At Pattenden Farm Bedgebury Road Goudhurst Cranbrook Kent	Submission of Details in Relation to Condition 1 - (Foul Water Drainage); Condition 2 - (Flood Risk); of 24/00576/PNBC	Approve	

## Appendix to Minutes of a Council Meeting held on 11<sup>th</sup> June 2024

### Recommendations and Decisions May 2024

24/01027/FULL	Smugley Farm Bedgebury Road Goudhurst Cranbrook Kent TN17 2QU	Variation of Condition 2 of Planning Permission 23/02210/FULL - Amendments to overall design of dwelling	Refuse.	
24/01025/FULL	4 White Stocks Cottages Bedgebury Road Goudhurst Cranbrook Kent TN17 2QS	Creation of dormer window	Approve	
23/03454/FULL	The Stables Bedgebury Road Goudhurst Cranbrook Kent TN17 2QR	Demolition of existing buildings and erection of a detached dwelling with associated landscape and ecological enhancement works, including removal of hardstanding and menage and partial change of use of paddock to garden curtilage.	Refuse	
24/01279/FULL	Candlewood Rogers Rough Road Kilndown Cranbrook Kent TN17 2RN	Ground floor front & side extensions, alterations to existing front & rear fenestration, installation of 6no. Dormers	Approve	
24/01163/LBC	Hammonds Barn Smiths Lane Goudhurst Cranbrook Kent TN17 1EU	Listed Building Consent - Internal repositioning of woodburning stove from upstairs to downstairs, with associated external relocation of flue	Approval subject to the agreement of the conservation officer.,	

**Appendix to Minutes of a Council Meeting held on 11<sup>th</sup> June 2024**

Recommendations and Decisions May 2024

24/01189/LBC	Nursery Farm Oast Flimwell Wadhurst East Sussex TN5 7QA	Listed Building Consent - Two-storey extension, including changes to fenestration on all elevations, removal of internal walls on ground floor & creation of internal walls to first-floor, amendments to Oast access	Approval subject to the agreement of the Conservation officers The changes to an existing scheme are minor	
24/01188/FULL	Nursery Farm Oast Flimwell Wadhurst East Sussex TN5 7QA	Two-storey extension, including changes to fenestration on all elevations	Approval subject to the agreement of the Conservation officers The changes to an existing scheme are minor	



## **Acting Clerk Report June**

### **Office Space and IT.**

As circulated on 4<sup>th</sup> June, Councillors will have received the various legal documents with regards to the purchase of the office space. The designated Councillors will sign on 11<sup>th</sup> June, and paperwork sent back 12<sup>th</sup> and we are pushing to complete by end of June.

### **Planning Permission.**

Tunbridge Wells have sent the following, which confirms previous thoughts.

“The current lawful use of Unit 2 appears, based on the planning history and the Business Rates valuation, to fall within Class E. As this includes retail, office and *‘any other services which it is appropriate to provide in a commercial, business or service locality’*. On this basis the proposed Parish Council office use of this building within the village centre is likely to fall within the same Use Class and would **not therefore require planning permission.**”

The officer continued to say:

“A formal determination can be sought through an application for a Lawful Development Certificate (as officer advice given in e-mails is not a formal, binding determination) however it is not essential to do so.”

As such, a resolution has been added to the agenda, to confirm if this is something you would like to proceed with. (Rough price - £144.50 plus £70 service charge for application. £150 for specialist time and £50 for OS License needed for application)

### **IT**

The Office is pursuing the migration from our current system, onto Microsoft 365, which although is a cloud based system, will be easier to work with. Councillors will also receive access to a shared drive too and we are investigating the use of Teams. This will enable Councillors to contact the office via Teams, the video call system, and see our availability via the colour coded system. Full training will be given for those unsure. This is an additional cost so a full proposal will be submitted, for July resolution. The migration is pencilled in for 25<sup>th</sup> July.

### **Defib Training**

With the recent installation of our final defib into the phone box, the AED Training has been booked, for free, on Monday 1<sup>st</sup> July

First session 18.00 - 19.00,

30 minutes break to allow stragglers to leave

Second session 20.00 - 21.00

This is for members of the public and Councillors.

### **Village Updates – to make aware**

The new bench for the Plain will be installed on 6<sup>th</sup> June.

The Village Sign is temporarily down for repainting.

The Water Trough has been replanted and cleaned.

The pond will imminently be treated and the duck house returned within two weeks, fully restored.

The old phone box is due to be cleaned.

A successful meeting was had at Chequer Field with the School and a local lizard expert. It was agreed to extend the wild meadow section on the far side of the field and create lizard habitats.

### **Burials**

There have been 4 burials in May and another 4 planned in June already. This is a significant increase from previous years (average 1 – 2 a month) and will be raised at the next Burial Meeting for process reviewal to improve efficiency.

### **Christmas Event**

Please can you confirm who is running the event this year.

# Goudhurst Parish Council

## RFO report to Council

Accounts.to (30/06/24)

These figures will be presented to Council at the July 2024  
Council meeting.

### Receipts UTB in June 2024

Burial Authority	4,161
Mary Day Garage Rents	160

### Receipts CCLA in June 2024

	Awaited
<b>Total Receipts</b>	<u>£4,321</u>

### Payments June 2024

UTB	40,475
CCLA	0
<b>Total Payments</b>	<u>£40,475</u>

### Cash Balances at Bank as at 30<sup>th</sup> June 2024

UTB	42,946
CCLA (estimate – last statement as at 31 <sup>st</sup> May)	151,515
Instant Access	50,272
<b>Current Balances</b>	<u><u>£244,733</u></u>

**Accounts Payable to 30.06.2024 for authorisation**

Payment Number	Invoice number	Payee	Expenditure	Gross	Net	Code	Authorisation
24148	69601	Veolia	June bin emptying burial ground	36.12	30.10	s	Contract
24150	KT14049	Complete Weed Control	Weed treatment St Marys and Christchurch	666.00	555.00	s	Burials
24151	22030	B&K	Installation of defib	280.92	234.10	s	Amenities
24153		Richard Greenaway	Duck House repair £250 Churchyard signage posts £160 Mary days clearance £15	425.00	425.00	z	Amenities and Clerk
24154	1251	HFF	Siltex Treatment in Goudhurst Pond and Install Bell Fountain	2,526.00	2,105.00	s	
24155	40427	Rialtas	Burials Software training RFO	168.00	140.00	s	Clerk
24156		Caroline Richards	Reimbursement Panel Pins	10.38	8.65	s	
24157	3862	Newton Newton	DD Flag	128.40	107.00	s	
24158	4417461	Viking	Stationery	95.66	79.72	s	clerk

Further bills are anticipated from contracts with EE, Groundscare, F&C cleaning, Envirocure and Rebecca Barden.

The Council needs to appoint two Councillors to authorise the Payments on Unity. It is imperative that those volunteering undertake the authorisation agreed upon and that all authorised councillors undertake the authorisation periodically to ensure they log in is operational.

**UTB and CCLA**

An application to Unity Trust to add Councillor, Ed Reedcutting, will be brought to the meeting for signature.

**New Office**

We are due to complete on Monday 8<sup>th</sup> July. Gulliver's will commence work, the week commencing 15<sup>th</sup> July. Richard Greenaway will be stripping the shop of necessary items in readiness of Gulliver's visit. Three contractors' estimates are anticipated this week and will be circulated to Councillors with staff comments, hopefully ahead of the Full Council meeting if received. Appointment should take place as soon as possible following receipt.

The Public Works Loan Board loan will be drawn down on 4<sup>th</sup> July and the interest rate will be 5.25%

### **Upgrade to Omega Accounting System**

Rialtas quoted for an upgrade to the system which is prohibitive at £2,973 to set up and an annual cost of £777, thus it is recommended we remain with Alpha at a cost of £192 annually.

**Panetta Horn**

**RFO**

**1<sup>st</sup> July 2024**

# Goudhurst Parish Council



## STANDING ORDERS

*Adapted from the Model Standing Orders, NALC (REVISED 2020)*

Adopted by Council's Policy Committee 28 November 2022

*To be reviewed March 2024*

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These standing Orders are to be read in conjunction with Council's Financial Regulations

## 1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.



## 2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. Meetings generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d *Committee Chairmen should ensure agenda items are sent to the Clerk by midday on the Tuesday before a Council meeting or midday on the Wednesday before a Committee meeting. Any items not received by this time will not be included on the agenda and cannot legally be considered. Meeting agendas will be published on the Council's Board Intelligence Platform.*
- e *The Clerk will attend Council meetings. The Clerks' attendance at Committee meetings to record Minutes is detailed in their Job Description, and they are available to attend as part of their duties. In practice, this is a matter for each Committee chairman to agree with the Clerk depending upon the circumstances of each meeting.*
- f **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be**

**transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- g Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- h The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- i Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- j In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- k A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- l A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- m Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- n **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- o **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- p **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- q **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- r **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if**

present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

● s **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

● t **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

● u **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

v The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

● w **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

● x **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- y **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- z A meeting shall not exceed a period of 2 hours unless agreed by the Councillors present.
- aa *An Annual Parish meeting shall be convened in both Goudhurst and Kilndown, usually in April.*

#### 4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;

- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## 5. Ordinary council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

*Goudhurst Parish Council will normally meet 12 times a year, such meetings being held, whenever possible, on the second Tuesday of each month.*

- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the**

**election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;
  - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## 6. Extraordinary meetings of the council, committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

## 7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## 8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **9. Motions for a meeting that require written notice to be given to the proper officer**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;



- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## 11. Management of information

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 12. Draft minutes

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the *Goudhurst Parish Council*, held on [date] were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

#### 14. Code of conduct complaints

- a Upon notification by Tunbridge Wells Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the

Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by Tunbridge Wells Borough Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. Proper officer

- a The Proper Officer shall be either (i) the clerk or (ii) another officer nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences, on Board Intelligence or by email or authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
  - iv. **facilitate inspection of the minute book by local government electors;**

- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xi. arrange for legal deeds to be executed;  
*(see also standing order 23);*
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a spreadsheet for such purpose;
- xiv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning committee;
- xv. manage access to information about the Council via the publication scheme;  
and
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
*(see also standing order 23).*

## 16. Responsible financial officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's income and expenditure for each quarter;
  - ii. the Council's aggregate income and expenditure for the year to date;
  - iii. the balances held at the end of the quarter being reported and
 which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's

- accounts and/or orders of payments; and
- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
  - c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
  - d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
    - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
    - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
    - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
    - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
    - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
    - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
  - e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
  - f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European**

**Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## 19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Policy committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Staffing Committee or if they are not available, the chairman of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The chairman of the Staffing Committee or, in their absence, the chairman of the Council shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerks. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Staffing Committee or, in their absence, the chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerks relates to the chairman of the Staffing Committee or the chairman of the Council, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).



## 20. Responsibilities to provide information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## 21. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## 22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

## **24. Communicating with district and county or unitary councillors**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Borough and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Borough and County Council shall be sent to the ward councillor(s) representing the area of the Council.

## **25. Restrictions on councillor activities**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect;  
or
  - ii. issue orders, instructions or directions.

## **26. Standing orders generally**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Hi Katrina,

Panetta has asked me to email you some pricing regarding our IT support offering, I can of course provide a more detailed quote but the below is purely for IT pricing.

There are x2 methods for this, one which is unlimited remote monthly IT support based on x3 users.

£90 + VAT per month.

Or we can also work to a remote support credit system whereby you purchase 10 hourly credits in advance at £800 + VAT and these are chipped away as/when needed until the balance is 0 at which point we can bill for another set of credits.

If you would like me to attend site tomorrow morning the following ad-hoc rates will apply:

Callout fee £95 (includes first 30 minutes on site) then £75 p/h thereafter.

Please let me know how you would like to proceed.

Kind Regards,



**Martyn Smith**  
IT & Telecoms Technical Specialist  
martyn.smith@tecwork.co.uk

 [www.tecwork.co.uk](http://www.tecwork.co.uk) |  01892 578666



For information about how we handle your data, please visit our [privacy policy](#) here – [Privacy](#)

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# Quotation for Goudhurst Parish Council

4 June 2023

Private and Confidential



Local Council Community Cloud

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# 1 Quotation

## 1.1 One Off Costs Microsoft 365

Qty	Description	Unit Cost	Total Cost
1	Set Up 365 domain, accounts, Teams and SharePoint Libraries	150.00	150.00
16	Transfer and Migration of Mailboxes to Microsoft 365 if required	15.00	240.00
1	Migration of Data to One Drive	300.00	300.00
<b>Total One Off Costs Microsoft 365</b>			<b>690.00</b>

## 1.2 Monthly Subscription Microsoft 365 - Annual Commitment Option 1

Qty	Description	Unit Cost	Total Cost
12	<p><b>Microsoft 365 Business Basic</b> with Teams</p> <ul style="list-style-type: none"> <li>• Chat, call, meet up to 300 attendees</li> <li>• Web and mobile versions of Office apps</li> <li>• 1 TB of cloud storage</li> <li>• Business-class email</li> <li>• Standard security</li> </ul>	4.69	56.28
3	<p><b>Microsoft 365 Business Premium</b> with Teams</p> <p>Everything in Business Standard, plus:</p> <ul style="list-style-type: none"> <li>• Desktop versions of Office apps with premium features</li> <li>• Advanced security</li> <li>• Access and data control</li> <li>• Cyberthreat protection</li> </ul>	17.32	51.96
4	ESET PROTECT Complete (Managed Endpoint Protection)	3.90	15.60
15	<p>Microsoft 365 Data Backup</p> <p>Managed &amp; monitored backup &amp; restore – 1TB per user Backups every 4 hours Exchange. Every 6 hours One Drive &amp; SharePoint. Retention 7 years Exchange. 1 year OneDrive &amp; SharePoint. Encrypted backup data held in UK – GDPR Compliant</p>	3.00	45.00
15	Advanced SPAM, VIRUS & IMPERSONATION Filter	2.70	40.50
3	Support 9am to 5pm Monday to Friday excl. Bank Holidays	20.00	60.00
<b>Total Monthly Fees Microsoft 365</b>			<b>269.34</b>

### 1.3 Monthly Subscription Microsoft 365 - Annual Commitment Option 2

Qty	Description	Unit Cost	Total Cost
12	<b>Microsoft 365 Business Basic</b> without Teams <ul style="list-style-type: none"> <li>• Chat, call, meet up to 300 attendees</li> <li>• Web and mobile versions of Office apps</li> <li>• 1 TB of cloud storage</li> <li>• Business-class email</li> <li>• Standard security</li> </ul>	3.72	44.64
3	<b>Microsoft 365 Business Premium</b> without Teams Everything in Business Standard, plus: <ul style="list-style-type: none"> <li>• Desktop versions of Office apps with premium features</li> <li>• Advanced security</li> <li>• Access and data control</li> <li>• Cyberthreat protection</li> </ul>	15.50	46.50
4	ESET PROTECT Complete (Managed Endpoint Protection)	3.90	15.60
15	Advanced SPAM, VIRUS & IMPERSONATION Filter	2.70	40.50
15	Microsoft 365 Data Backup Managed & monitored backup & restore – 1TB per user Backups every 4 hours Exchange. Every 6 hours One Drive & SharePoint. Retention 7 years Exchange. 1 year OneDrive & SharePoint. Encrypted backup data held in UK – GDPR Compliant	3.00	45.00
3	Support 9am to 5pm Monday to Friday excl. Bank Holidays	20.00	60.00
<b>Total Monthly Fees Microsoft 365</b>			<b>252.24</b>

### 1.4 Monthly Fees Local Council Community Cloud

Qty	Description	Unit Cost	Total Cost
3	Licences and Backup	15.00	45.00
1	Pear Mapping	2.10	2.10
2	Rialtas Suite	2.10	4.20
<b>Total Monthly Fees Local Council Community Cloud Applications</b>			<b>51.30</b>

## 1.5 Terms and Conditions

- Quotation valid for 30 days.
- Prices are based on an annual subscription
- Prices are subject to VAT at the standard rate.
- Standard Agreement is for a period of 1 year.
- No cancellation fee for existing contract





**Apex cpm Ltd**  
Carpentry & Construction

Apex cpm Ltd  
East Sussex  
T: 07538950125  
E: info@apexcpm.co.uk  
W: www.apexcpm.co.uk

Company Registration No: 11146027  
VAT Registration number: 314-6113-41

# Estimate

**Quote Number: 010724-FHG**

*Quotation valid until: 30 days*

Ref: 3 Fountain House, Goudhurst

To Whom it may concern,

## Works Description

## Cost

- Repairs to ceiling areas above windows.
- Repairs to front walls to prevent damp penetration (this will include a clear damp seal applied to external brickwork once painted)
- Installation of York stone to half area
- Construction of step extension between 2 x office rooms
- Installation of an internal glazed door
- Construction of stud partition to create doorway on steps (This will be infilled to loose existing arch form)
- Apply floor levelling compound to all areas to create smooth surface.
- Construction of new studwork to form toilet area with frame and fire door.
- Installation of new fire door to rear of property
- Installation of new banister rail to left hand side of the stairs in office room.
- Installation of half height stud wall on right hand side of stairs in kitchen area to create a banister rail (This will be fully covered for safety reasons)
- Installation of shelving beside chimney in main office.
- Construction and installation of electrical cabinet in top office
- Installation of skirting boards to both office rooms
- Disconnect and removal of all electrical cables and fuseboard.
- A re wire to include 6 x double sockets and 2 x data cables, 2 x emergency lights, 1 x smoke detector in each office and 6 x double light LED fittings, (This has been allowed to be surface mounted concealed within trunking.
- Installation of new fuseboard
- Installation of kitchen base units (We have allowed for a white gloss unit)
- Installation of sink unit and draining rack to kitchen area
- Worktop extending to alcove to cover undercounter fridge with support to allow for a microwave above.



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- Installation of new toilet and sink with macerator pump
- Tile wall behind toilet and sink to approx 1200mm high
- Repair and fill all walls and ceiling where required.
- Apply 2 x coats of white emulsion to all ceilings and walls
- Prep and fill all woodwork including windows, frames and doors, skirting and cabinets.
- Apply 1 x undercoat to all woodwork
- Apply 2 x topcoats to all woodwork
- Prep, fill and sand all external areas of office frontal
- Apply 2 x coats of masonry paint to external brickwork (Colour to be matched to adjacent property)
- Apply 1 x undercoat to external woodwork and windows
- Apply 2 x topcoats to external woodwork and windows.
- Fit carpet tiles to both offices
- Install LVT flooring to kitchen and wc area

**Total cost for the above works: £28,365.98 + VAT**

### Comments/Advisories

Should you wish to have LVT flooring throughout office in replacement of carpet tiles this would be an additional cost of £395.00 + VAT

If the estimate by another reputable company is of the same standard and is capable for all your needs, I would try my upmost to price match this estimate for you, so before going ahead with another company's estimate it would be a good idea to check with me before proceeding.

#### Remember:

- Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) Ltd Company is an established company committed to providing the highest quality services to all its clients, ensuring they are fully satisfied with any aspect of service we have, and we will continue to provide.
- Employees have a minimum of 20 years' experience and are fully qualified.
- Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) Ltd provide a rapid response and professional installation for every customer and a fast and professional service that our customers come to expect.
- Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) Ltd has full public liability insurances, ensuring we are insured for every and any eventuality.
- Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) Ltd has built its name on providing only the best for reliability and satisfaction for all our customers.



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If I can be of further assistance or you wish to proceed with the above estimate, please call me on 07538950125 and I will gladly assist you.

Yours sincerely

Apex cpm Ltd

**Pease see our links to our pages**

(Press Ctrl + click on the Link to follow the below link's)

 [www.apexcpm.co.uk](http://www.apexcpm.co.uk)

 <https://www.instagram.com/apexcpm.co.uk>

 Apexcpm | Facebook

 Apex Carpentry & Property Maintenance Ltd in Hailsham | Rated People



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### *TERMS AND CONDITIONS*

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Terms and Conditions - Any Terms and Conditions that exist between Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) and yourself 'THE CUSTOMER' is in accordance with English Law. Reference to 'YOU' means 'the customer'. Reference to 'THE CONTRACTOR' means Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) ' It is assumed that the CUSTOMER has read and agreed to the following terms and conditions before any work begins. Please ensure that there is plenty of space for Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) to work in.

Please ensure the area to be worked in is clear of all personal belongings, unless agreed otherwise. We supply dust sheets and all tools have professional dust extraction ports however some fine dust may settle after work so please ensure all fragile or easily damaged belongings are removed. We will need uninterrupted electrical power supply and a clean site to work efficiently. If painting is required we achieve a hand painted finish (not sprayed), unless stated otherwise.

Please supply parking vouchers (where required). Our quotes do not include any budget for parking expenses.

Every effort is taken to avoid damage of any sort. Please inform us of the position of cables or pipes known to you, also the location of your water stop cock and fuse box.

### *QUOTATION*

Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will validate any quotations within a 30 day period. Any quotations passed this period may no longer be current, due to product price increases, not



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necessarily associated with Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd). Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) reserves the right to amend any quotation during this period, if the amendments are requested by the customer/client, provided all amendments are authorised using 'additional work sheets', the customer/client will be liable for all additional work, goods and or services in accordance with such requests. Upon acceptance of any quotation then all customers/clients are bound by the terms and conditions associated with payments, cancellation charges and any other conditions in accordance with Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd).

#### DISCLAIMER AGAINST GOODS, SERVICES & PRODUCTS

All services provided by Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will be given and supplied in good faith based upon their combined business acumen. However, where their craftsmanship and or services entail the use of any wood product whatsoever, Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) cannot indemnify and or guarantee against any movement that using such natural/raw products may be subject to. Such materials can and may be prone to movement depending on the atmospheric conditions in which the product(s) may be used, supplied and or stored and will depend upon their usage. Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will ensure that all customers (domestic and business) are aware that the use of such materials is done so with an element risk, in that the product because of the natural aspect can and will change over a period of time. Therefore Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will accept no liability whatsoever in relation to such product(s) and cannot be held liable for such situations, that may arise from using any natural products, materials or goods. Whilst every effort is made and or attempted to eliminate the expansion of external joinery items by allowing a certain amount of clearance, Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will not accept liability for expansion and or swelling of these or any other natural materials/items.

#### TITLE TO GOODS

In accordance with Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) Terms and Conditions once all goods are on-site, fitted and or used in connection with the supply and or fitting of the specific purpose, in accordance with customer specifications these products will remain the property of Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd), until such time as they have been paid for in full and then ownership and or responsibility will transfer to the customer/client. Failure to pay will validate all points contained in section 18 of these Terms and Conditions and render the goods the property of Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) Until payment is received in full for any job, where tools, equipment, materials, products and or goods are supplied in accordance with such use, they will remain the sole property of Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd). If any goods, materials, products, equipment and or tools are left securely at the premises of any customer and or client, all liability for such goods will remain the responsibility of the client/customer. Theft of any such items will seek to be recovered and or will be charged accordingly to the customer/client. Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will expect all such goods to be secured safely and remain so throughout

Case



APEX CPM LTD



the duration of any job. Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will accept no liability for any products, goods, tools, equipment and materials that are used without permission for any purpose that may cause harm, injury or damage.

#### PROVISIONAL/ADDITIONAL WORK SUPPLIED

All such work and or materials that are required for a specific job/purpose that is additional to the quotation that are accordingly supplied via a third party or other professional regarding second fix or specific work that Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) are unable to provide, will be provided on the basis that such services may be subject to change and out of the direct control of Apex Carpentry & Property Maintenance LTD, in accordance with time constraints. Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will accept no liability whatsoever for other individuals/professionals/third parties/contractors or sub-contractors that are on-site or due on-site and or whose deadlines change without notification, or so suddenly that notice cannot be given, thus causing disruption and unavoidable expenditure due to such action. Whilst every effort will be made to avoid such a situation, any such occurrence will be outside the remit of Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) and as such all liability arising from such an incident will be limited as such. Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will always endeavour to work within specified time constraints, however, situations may arise that are out of Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) control and as such will accept no liability for such losses that arise due to such unforeseen circumstances.

#### MATERIALS SUPPLIED AS PER QUOTATION

All materials supplied in accordance with the quotation will be supplied where advised, should for whatever reason the goods, materials and or products must be changed or be substituted, then Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will notify the customer/client and ensure that all such changes are validated and approved beforehand. Where possible any such changes will be made and charged as per the initial quotation, should any alternative product, goods or materials incur additional cost, approval for such increases will be sought prior to any changes being made. Once approval is sought and confirmed then the additional costs will be noted separately upon invoicing and will enact the payment terms contained within these 'Terms and Conditions of Service'.

#### COMPLETION OF WORKS

Should for any reason the customer/client change their mind during and or prior to any job/work commencing, having acknowledged that the job/work is to commence or has already commenced, Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will treat each individual circumstance upon its own merit to ascertain whether payment is required in full or whether a part-payment would be acceptable. Any products, goods, materials, hire costs and or expenses associated with the commencement of such job or work may be chargeable to the customer/client.

## WORKING HOURS

Will vary according to the job and or customers needs and or requests and if there are any stipulations and or restrictions with on-site access and or security. If for whatever reason a time to commence any work has been agreed, then Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will adhere to such times as is reasonable, allowing for minor delays. Any considerable delay will be notified to the customer/client. Should for whatever reason Apex Carpentry & Property Maintenance LTD are not able to gain entry on the date and or time agreed which then incurs costs, charges or expenses that have not been agreed and or foreseen due to such denial of access, all such costs whether incidental or otherwise associated with wages, losses, hire charges of equipment or charges incurred by a third party will be chargeable without exception. Whilst Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) acknowledge that there can be exceptional or extreme circumstances and or reasons, these must be conveyed immediately, and failure to do so will render the associated costs to be fully charged to the customer/client in accordance with the payment terms contained within these 'Terms and Conditions of Service'.

## EXTERNAL SERVICES

All such services provided outside the limitations or scope of Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will be carried out and or conducted by the respected qualified trade and or professional company or person. As such these services will carry their own guarantee and or product liability. If Such services are provided or sourced by you directly then Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will not accept no responsibility or liability whatsoever for any defects, faults, damages or losses associated with such work that is carried out independently of Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd)

## CUSTOMERS OBLIGATIONS

If for any reason there arises a situation where Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) are asked to return to a job/or site to rectify a problem that has occurred within the agreed timeframe of not more than 1 month from commencement of any job, the Customer/Client must and does agree to provide Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) with access, and an adequate and reasonable opportunity to return and correct any such fault that arises from defective products, goods, services and or materials. Under no circumstances, whatsoever, will Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) be expected to settle accounts/invoices from the Client/Customer that have obtained the services of another or outside professional or tradesperson to correct the work independently.

## PRODUCT & SERVICE INFORMATION

Whilst Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) cannot guarantee all aspects of their



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work due to the nature of some materials, products and goods that they may be required to work with, they can endorse their policy of returning to a job within a timeframe of not more than 1 month from date of commencement, to rectify any faults or defects, when the job has been completed. This endorsement will be undertaken provided the faults and or defects are to do with the services and materials provided by Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) ONLY at the time the work/job was carried out and ONLY for the purpose such goods, materials or products were supplied to do. Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will not attempt to correct, repair or exchange goods or materials that were not initially supplied by them. All such repairs and or defects will be corrected within a convenient and reasonable timescale to suit the customer and or client's agenda. However if Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) ascertain that such defects or faults have occurred through other means such as vandalism or malicious intent or wilful damage Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will not be at liberty to correct such damage or defects. Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) cannot guarantee or protect against everyday 'wear and tear' of their completed work.

#### ADDITIONAL WORK

All additional work over and above the authorized quotation will be charged for without exception. No additional work and or materials will be supplied unless the customer/client has agreed such work/changes.

#### DEPOSIT

TBC with the customer prior to commencement of works

#### PAYMENT TERMS

Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) requires immediate payment upon completion of any works, unless agreed otherwise. Should these terms be exceeded without the authorization Prior, then without exception the matter will be passed onward for collection. This service will incur a debt recovery fee and also administration charges will be applied to the account at 10% per month, backdated whilst the account remains in arrears. Should the matter progress to Court then further interest charges will also be applied. According to the Sale and Supply of Goods Act 1994 when any customer and or client unequivocally accepts and receives goods or services then there is an implied term to pay for such goods and or services and failure to do so will breach this implied term and can render the contract void. As such Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will seek to rescind such a contract and therefore will seek to have all services, goods, materials and associated costs reimbursed in full. According to Section 69 of the County Courts Act 1984 and or the Late Payment of Commercial Debts (Interest) Act 1998 Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will also request that interest is charged to the account accordingly on all outstanding accounts.

#### PART PAYMENT FOR SERVICES COMMENCED BUT NOT COMPLETED

Part-Payments or full payment will also be required if the services, products, materials and goods are



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supplied by Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) to the customer/client but are no longer required however work has already commenced, unless expressly authorised to the contrary by Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd). Part payment monies will be decided depending on the individual circumstances and awarded upon merit of each situation. Whilst Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) are sympathetic to changing needs whether personal or business, if the services of Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) have been sought and enlisted then as such payment for such services whether completed or otherwise will be required.

#### COSTS & EXPENDITURE

Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will enlist the help of a solicitor for any unpaid invoices. Any costs incurred in relation this in way of recovery of any outstanding invoices to the Customer/Client outlined in this agreement will be charged to the said Customer/Client, including all administration, debt recovery fees and where applicable Court fees.

#### SERVICES IN GENERAL

All the services, products, goods and materials that are supplied by Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) are given and provided with the utmost professionalism. Slander, Libellous or abusive behaviour will not be tolerated whatsoever, such unwarranted attitudes or communication will result in legal proceedings being issued.

#### PERMISSION & BUILDING REGULATIONS

It is the customer's responsibility to ensure that Local Authority approval with regards to Planning Permission and/or Building Regulations is sought if necessary. This includes applying for Planning Permission and/or Building Regulations Approval, providing all associated plans and drawings and paying any associated fees. A letter granting permission to start building work must be obtained before any works begin. In the case of removal or alteration of load bearing and/or non load bearing walls, it is the customer's responsibility to obtain advice from a structural engineer and obtain any drawings and calculations necessary.

#### CUSTOMER SUPPLIED MATERIALS

The customer must ensure that any supplied materials are delivered to site in time for commencement of works. Where Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) is not responsible for the supply of goods. It is the responsibility of the customer to obtain immediate replacement of any faulty, damaged or incorrect goods to avoid additional fitting cost. Where it is necessary for Apex Carpentry &

6



Property Maintenance LTD (Apex cpm Ltd) to purchase materials that should have been supplied by the customer, these will be subject to a 35% mark up on cost price. This mark up is necessary as materials purchased and charged back to the customer increases Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) annual turnover and is subject to taxation

#### CUSTOMER SUPPLIED KITCHEN DESIGNS & PLANS.

The customer must ensure that all plans, including kitchen design plans, have been drawn up and are correct before any installation work takes place as the contractor cannot be responsible for a plan drawn up by others. Any deviation from the plan whilst works are taking place must be discussed and agreed between the customer and contractor. Should the installation or kitchen design vary substantially from the original plan it may be necessary to obtain another plan at the customer's expense .

#### RUBBISH DISPOSAL.

Unless stated all rubbish removal is the customer's responsibility, due to the high volume of packaging some materials/kitchens have I am unable to dispose of this myself. However, I can quote and have the rubbish collected by a registered contractor for an additional charge. Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will not accept the responsibility for the removal of hazardous waste such as asbestos, gas canisters, fridges and freezers etc..

#### EXISTING APPLIANCES, BOILERS, TANKS, CYLINDERS AND PLUMBING.

It is assumed that all existing white goods, boilers and plumbing system are in full working order at commencement and for the duration of works. It is not uncommon for underlying faults in older appliances, boilers, tanks and cylinders to be aggravated by, for example, disturbing old pipes and valves, increase or decrease in water pressure or isolation of water and/or electricity. Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) cannot be held responsible for this, unless the fault is due to a direct fault caused by Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd)

#### INCOMPLETED WORK.

In the event that work cannot be completed where faulty or incorrect goods have been supplied by the customer, Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) will insist that all work even if incomplete is paid for. A minimum hourly rate of £tbc shall apply for the amount of time that has been taken, or is required for any further visits.

#### DISCLAIMER.

All advice given by Apex Carpentry & Property Maintenance LTD (Apex cpm Ltd) is in total good faith. No legal prejudice or commitment is implied with the exception of written quotations.



Apex cpm Ltd  
Carpentry & Construction

Apex cpm Ltd  
East Sussex  
T: 07538950125  
E: [info@apexcpm.co.uk](mailto:info@apexcpm.co.uk)  
W: [www.apexcpm.co.uk](http://www.apexcpm.co.uk)

Company Registration No: 11146027  
VAT Registration number: 314-6113-41

Customer supplied materials are not covered by this guarantee.

Kitchen worktop joins can fail if worktop manufacturers care instructions are not carefully adhered to, therefore any guarantee of durability are strictly limited.

Any evidence of interference or modification by the customer or third parties on any part of the installation will cancel this guarantee.

KENT DAMP PROOFING  
DJR & J CONSTRUCTION  
DAMP PROOFING, PLASTERING AND GENERAL BUILDING WORKS.

**ESTIMATE.**

REBECCA  
ASSISTANT CLERK  
GOUDHURST PARISH COUNCIL

PROPERTY AT;

UNIT 3  
FOUNTAIN HOUSE  
GOUDHURST KENT.

02/07/2024

PRICE FOR SCHEDULE OF WORKS PROVIDED BY YOU FOR RENOVATION  
WORKS TO THE ABOVE PROPERTY.

PRICE = £18,500.00 LABOUR & MATERIALS.

## **Schedule of works**

**Prices to be quoted for each section please.**

### **Structural works**

1. Remove existing kitchen, toilet, sink and toilet walls. Consideration required as to how to remove debris from site.
2. Removal of all internal plumbing and flooring covering throughout.
3. Repairs to plasterwork – following damp treatment by Gullivers
4. Repairs to ceiling areas above windows
5. Repairs to front walls to prevent damp penetration. Consideration required as to whether external work is required to prevent water ingress from pavement.
6. Construction of hearth in chimney using York stone or similar
7. Construction of step extension between two office rooms. The installation of an internal door will require work to the existing step arrangement in order to make angles safe.
8. Construction of stud partition to create doorway on steps. Infill under existing arch arrangement to create stud to which new door frame can be installed.
9. Installation of Floor levelling compound to all areas
10. Construction of new toilet enclosure with inward opening fire door.

### **Carpentry**

11. Installation of new doorway with glazed door between two offices. Door to comply with building regs regarding fire.
12. Installation of new back fire door/ Repair to existing fire door.
13. Installation of banister rail to LHS of stairs in office room
14. Installation of banister to both sides of top of stairs in kitchen area. This to be fully boxed in for safety.
15. Installation of strong shelf in alcove beside chimney in main office.
16. Construction of electric cabinet in top office.
17. Possible installation of skirting boards to both offices subject to advice from Gullivers

### **Electrical works (detailed specification to be provided)**

18. Removal of existing electrics throughout.
19. Installation of new fuse box at existing location
20. Full internal rewiring, running all new internal wiring to new sockets and lighting
21. Installation of recessed ceiling lighting where ever possible.

22. Installation of computer wiring if wifi insufficient.

#### **Refitting and Plumbing**

23. Installation of sink unit and draining rack above to LHS of kitchen area with associated plumbing. Worktop extending to alcove to cover undercounter fridge with shelf to support microwave over.
24. Installation of kitchen base unit, worktop and top cupboard to LHS of stairs in kitchen.
25. Installation of new toilet and sink in new toilet room with maserator pump.
26. Tiling of one wall behind toilet and sink to 4ft. Simple budget plain tiles required.

#### **Decoration - interior**

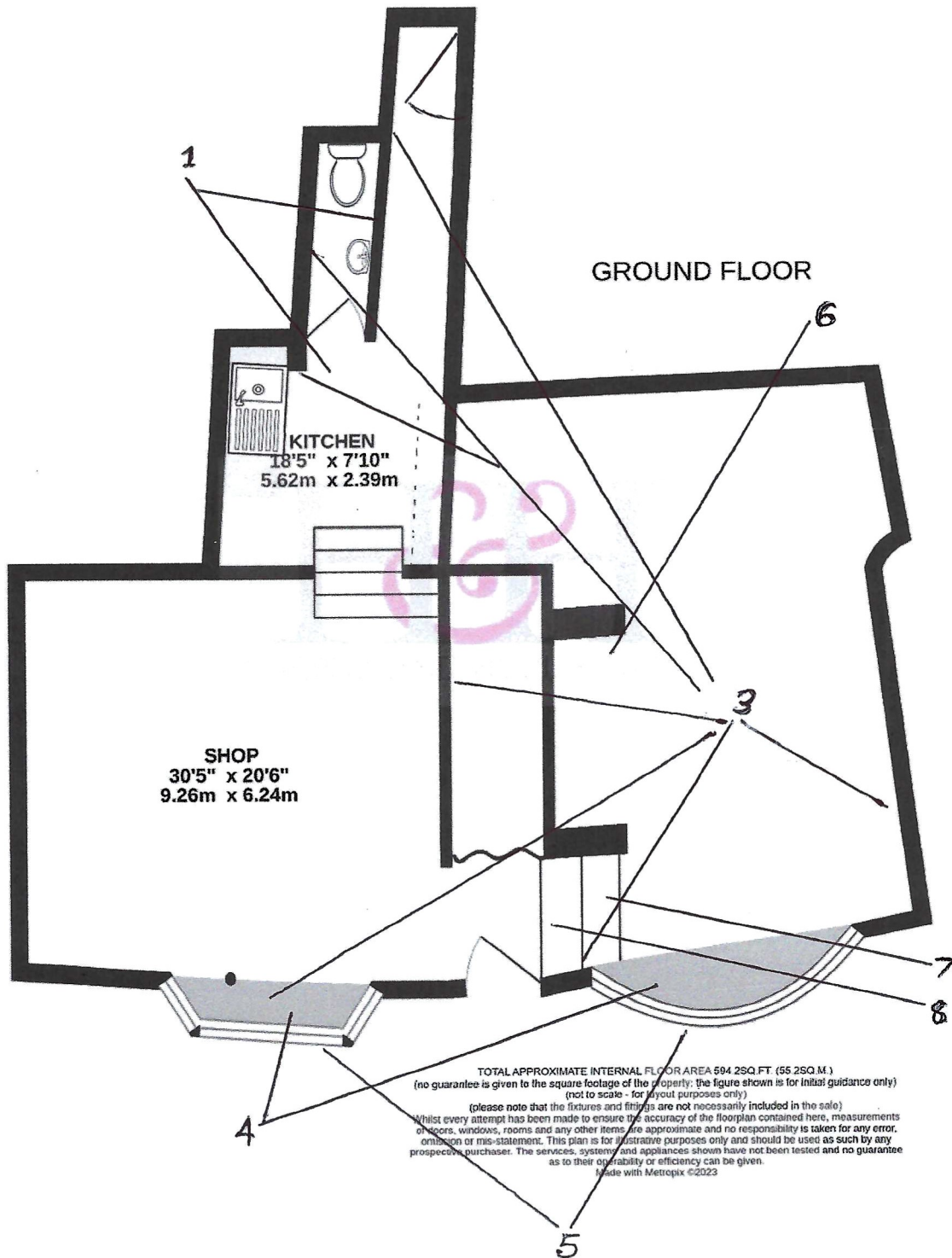
27. Repaint all ceilings and walls with white matt paint.
28. Repaint both windows and surrounds.
29. Paint new electric cupboard and skirtings (if installed)

#### **Decoration - exterior**

30. External redecoration to front of office building.

#### **Flooring**

31. Fit carpet tiles to both offices.
32. Fit flooring (Laminate or lino tiles) to kitchen and toilet areas.



## Summary

GOUDHURST

Opportunity to buy or possibly rent a double fronted Grade II Listed shop in the sought after village of Goudhurst.

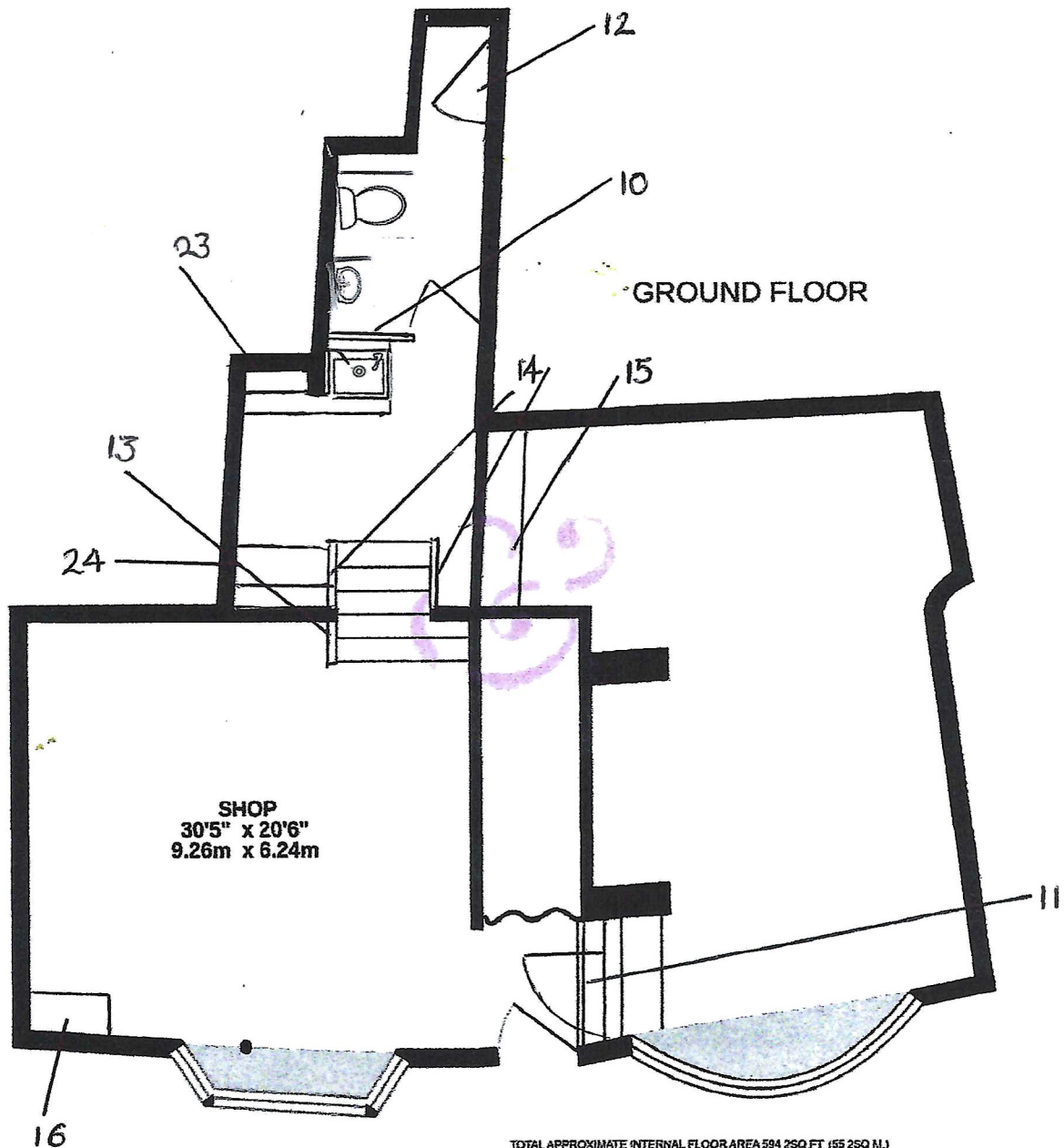
Currently an antiques shop the property falls into the 'Use E Class'. As a Grade II Listed property there are many period features including an inglenook fireplace, exposed beams, multi-pane bow window and split-level two room selling space of approx. 500 sq.ft.

Business rates to be advised.

999 year lease from March 2006.

## Key Features

- Grade II Listed Village Shop
- Approx. 500 SQ FT Retail Space
- Double Fronted Showrooms



TOTAL APPROXIMATE INTERNAL FLOOR AREA 584 SQ. FT. (55 2SQ.M.)  
 (no guarantee is given to the square footage of the property; the figure shown is for initial guidance only)  
 (not to scale - for layout purposes only)  
 (please note that the fixtures and fittings are not necessarily included in the sale)  
 Whilst every attempt has been made to ensure the accuracy of the floorplan contained here, measurements of doors, windows, rooms and any other items are approximate and no responsibility is taken for any error, omission or mis-statement. This plan is for illustrative purposes only and should be used as such by any prospective purchaser. The services, systems and appliances shown have not been tested and no guarantee as to their operability or efficiency can be given.  
 Made with Metroplan 92023

## Summary

GOUDHURST

Opportunity to buy or possibly rent a double fronted Grade II Listed shop in the sought after village of Goudhurst.

Currently an antiques shop the property falls into the 'Use E Class'. As a Grade II Listed property there are many period features including an Inglenook fireplace, exposed beams, multi-pane bow window and split-level two room selling space of approx. 500 sq.ft.

Business rates to be advised.

999 year lease from March 2006.

## Key Features

- Grade II Listed Village Shop
- Approx. 500 SQ FT Retail Space
- Double Fronted Showrooms



# Goudhurst Parish Council



## BURIAL AUTHORITY

Minutes of a Meeting held on 18<sup>th</sup> June 6pm at The Church Rooms

Member of the Committee met at 5.45pm at the Burial Ground for a walk round.

### PARTICIPANTS

**Councillors Present:** Cllrs Antony Harris, Phil Kirkby, Geoff Mason, Ed Read Cutting and Caroline Richards.

**Officers Present:** Kat Hoyle Acting Clerk

### APOLOGIES

166/24 Were received from Paul Wareham due to holiday

### DISCLOSURES OF INTEREST

167/24 There were none.

### ELECTION OF A CHAIRMAN

168/24 Caroline Richards was unanimously voted as Chairman of the Burial Authority.

### QUESTIONS FROM THE PUBLIC AND PRESS

169/24 It was **noted** a public discussion around grave markers.

### MINUTES OF THE LAST MEETING

170/24 It was **resolved** to approve the minutes of the Burial Authority meetings held on 19<sup>th</sup> March copies of which had been made available to members prior to the meeting via Board Intelligence.

### MEMORIAL APPLICATIONS

171/24 There were none

### WEED CONTROL

172/24 Cllr Geoff Mason talked through an alternative weed killer. It was **resolved** for the whole area to be sprayed, with the intention of keeping the ashes area, completely clear.

### BURIAL AREA

173/24 It was **resolved** for a temporary hold on non-Goudhurst residents to be interred in a new plot, unless there is a connection or moved away within two years.

174/24 It was **resolved** for a review to be undertaken of the remaining burial ground spaces.

175/24 It was **resolved** for the Clerk to speak to the Diocese regarding expanding the site.

176/24 It was **resolved** to add 12 month minimum time passed from date of Internment to date of Memorial installation to the Burial Regulation.

### BURIAL DIRECTORS

176/24 It was **resolved** for any internment enquires to be process via Funeral Directors only

### TRAINING

177/24 It was **resolved** for the expenditure of £280 for the Rialtas Training for staff.

#### MEMORIAL TESTING

178/24 Council reviewed the first quote regarding memorial testing. It was agreed, for two additional quote to be sought

#### ITEMS FOR INFORMATION

179/24 Cllr Geoff Mason updated the Committee on the continuing development of the grass management plan on the burial ground and around the Church. It is **noted** minor cultivation works to be carried out to improve aesthetics, such as remove brambles and thistles.

#### DATE OF THE NEXT MEETING

Next meeting is Tuesday 17<sup>th</sup> September at 6pm in the Church Rooms

Kat Hoyle

18<sup>th</sup> June 2024

Acting Clerk

## Goudhurst Burial Fees

These charges apply from 01 April 2024 and are valid to 31 March 2025

Goudhurst Parish Council is the statutory Burial Authority for the civil Parish of Goudhurst and has adopted these Regulations in accordance with the powers given to it by the Local Authorities Cemeteries Order 1977.

At the discretion of the Goudhurst Burial Authority, a 50% discount will be applied to these fees if the deceased was a parishioner at the time of their death. Evidence of residency is required.

On application, for those who are local residents of the civil Parish of Goudhurst, no fee is payable in respect of a burial within 16 years of birth.

	<b>Full fee</b>
<b>GRAVES</b>	
<b>Grant of Exclusive Right of Burial in an earthen grave</b> For a period of 35 years	£1,575.00
<b>Interment Fee</b> The fee does not include digging	£485.00
<b>Approval for Memorial Headstones and Inscriptions</b> Please see the Goudhurst Burial Authority Regulations	£305.00
<b>Approval for an additional inscription</b>	£305.00
<b>CREMATED REMAINS</b>	
<b>Grant of Exclusive Right of Burial in the ashes section</b> For a period of 35 years	£1,250.00
<b>Interment Fee (Maximum of 2 interments per plot)</b> The fee does not include digging	£485.00
<b>Approval for Memorial Tablets and Inscriptions</b> Please see the Goudhurst Burial Authority Regulations	£305.00
<b>Approval for an additional inscription</b>	£305.00
<b>BURIAL GRANTS – CHANGE OF OWNERSHIP</b> Registration of Change of Ownership of Graves and Ashes Plots	£55.00
<b>MEMORIAL BENCHES</b> Approval for the introduction of a memorial bench	£55.00

Payment by BACS to Goudhurst Parish Council: Sort: 60-83-01 Account 20410308

Mrs Claire Reed  
Clerk to Goudhurst Parish Council      01580 212552      clerk@goudhurst-pc.gov.uk

# Goudhurst Parish Council



## FINANCE COMMITTEE

Minutes of a Meeting held on 18 June 2024 at 7.00pm in the Church Rooms

### PARTICIPANTS

*Councillors Present:* Cllrs Craig Broom Antony Harris, Phil Kirkby, David Knight and Geoff Mason.

*Officers Present:* Mrs Panetta Horn, RFO. Kat Hoyle Acting Clerk

### ELECTION OF CHAIRMAN

180/24 Cllr Craig Broom was elected as Chairman. Cllr David Knight was elected as Vice Chairman.

### APOLOGIES

181/24 There were none.

### DISCLOSURES OF INTEREST

182/24 There were none.

### MINUTES OF THE LAST MEETING

183/24 It was **resolved** that the minutes of the Finance Committee meeting held on 19<sup>th</sup> March 2024, and previously distributed to members via Board Intelligence, be accepted as a correct record.

### YTD EXPENDITURE

184/24 Committee **noted** the overspend in utilities, water and electricity. It was further **noted** the electricity supplier is out of contract until the move to the new office. RFO is in negotiation with new suppliers.

185/24 It was **noted** the over spend of the Chequer Field Maintenance contract due to the requirements to achieve the grant 186/24

186/24 It was **agreed** to start the negotiation process with the Diocese regarding the lease of Glebe Field. **Action:** Clerk

187/24 It was **noted** for the Youth and Housing Committee to progress the Village Shelter. **Action:** Clerk to add to the next Youth and Housing Committee Agenda.

189/24 It was **noted** the overspend on maintenance for St Marys due to the urgent hedging work.

190/24 It was **resolved** for each Committee to a set contingency amount annually next year. The amount will be set at budget process.

191/24 It was **resolved** for virements to be added into the Finance Regulations to allow the Finance Committee to make adjustments where necessary.

192/24 It was **agreed** for members to submit grant submission criteria to RFO to collate into an updated Grant Policy to be approved at the next meeting.

### GRANT REQUESTS

193/24 It was **resolved** to approve the following grant request.

- Goudhurst Scout Group - £998.94

### DATE OF THE NEXT MEETING

Next Finance Committee Meeting, Tuesday 17 September 2024, 7.00 pm in the Church Rooms.

Kat Hoyle  
Acting Clerk

Panetta Horn  
RFO

# Goudhurst Parish Council



## HIGHWAYS COMMITTEE WITH PUBLIC TRANSPORT

Minutes of a Meeting held on 25<sup>th</sup> June 2024 at 7.30pm in Goudhurst Village Hall  
At 7pm the public are invited to attend the meeting to raise any issues at an open session. Two members attended regarding Pillory Corner Carpark which the Committee confirmed they were not persuading at this time.

### PARTICIPANTS

**Councillors Present:** Cllrs Craig Broom, Paul Wareham and Suzie Kember

**Officers Present:** Acting Clerk. Kat Hoyle

**Others Present:** Two members of the public.

### APOLOGIES

203/24 Cllr Alison Webster due to recent operation

### ELECTION OF THE CHAIRMAN

204/24 Cllr Craig Broom was elected as Chair

### DISCLOSURES OF INTEREST

205/24 There were none.

### MINUTES OF THE LAST MEETING

206/24 It was **resolved** to approve the minutes of the committee meeting held on 24<sup>th</sup> March 2024, a copy of which was made available to members prior to the meeting via Board Intelligence.

### QUESTIONS FROM THE PUBLIC AND PRESS

207/24 These were discussed at the open session

### MATTERS FOR CONSIDERATION

208/24 It was **agreed** the date of 17<sup>th</sup> July for a meeting with the Highways representative to discuss the updated Highways Improvement Plan.

209/24 It was **agreed** to chase Highways for the average speed date, along North Road.

210/24 It was **agreed** to add the suggestion of a roundabout at the Goudhurst Inn turning to the HIP

211/24 It was **agreed** to add the repainting of the lines by The Vine, onto the HIP.

#### **Update a21**

212/24 Cllr Paul Wareham reports there is continuous monitoring of accident hot spots. The recently installed camera was stolen, but the replacement has been reinstated.

#### **Update from North Road Action Group (NRAG)**

213/24 It was **noted** an email had been received asking for an update which Cllr Broom would reply to.

#### **Update from the Highways Working Group.**

214/24 There was no update.

***Downgrading of the A262 to a B-road.***

215/24 It was **noted** that an additional report had been made regarding this and submitted to KCC by neighbouring Parish Councils.

**TRAFFIC ISSUES RAISED BY RESIDENTS**

216/24 It was **noted** two hedges are overgrown on Summerhill and Ladham Road which are to be reported to KCC. Action: Cllr Craig Broom to send further to the Clerk who report on KCC portal

**ITEMS FOR INFORMATION**

217/24 Nothing noted

**DATE OF THE NEXT MEETING**

218/24 Next Highways Committee meeting, September 24<sup>th</sup> at 7.30 Back Lane.

The meeting closed at 20.42

Kat  
Kat Hoyle  
Acting Clerk  
25<sup>th</sup> June 2024

**Appendix to Minutes of a Council Meeting held on 9<sup>th</sup> July 2024**

Recommendations and Decisions June 2024

Application	Address	Proposal	GPC	TWBC
24/00936/FULL	Woodfield House , Jarvis Lane, Goudhurst, Cranbrook, Kent, TN17 2NN	Erection of a carport	Approve	Approved
24/01113/FULL	Strawberry Cottage Ladham Road Goudhurst Cranbrook Kent	Single storey residential annexe	Refuse	
24/01175/SUB	Land At Pattenden Farm Bedgebury Road Goudhurst Cranbrook Kent	Submission of Details in Relation to Condition 1 - (Foul Water Drainage); Condition 2 - (Flood Risk); of 24/00576/PNBC	Approve	
24/01027/FULL	Smugley Farm Bedgebury Road Goudhurst Cranbrook Kent TN17 2QU	Variation of Condition 2 of Planning Permission 23/02210/FULL - Amendments to overall design of dwelling	Refuse.	
24/01025/FULL	4 White Stocks Cottages Bedgebury Road Goudhurst Cranbrook Kent TN17 2QS	Creation of dormer window	Approve	Approved
23/03454/FULL	The Stables Bedgebury Road Goudhurst	Demolition of existing buildings and erection of a detached dwelling with associated landscape	Refuse	Approved



**Appendix to Minutes of a Council Meeting held on 9<sup>th</sup> July 2024**

Recommendations and Decisions June 2024

	Cranbrook Kent TN17 2QR	and ecological enhancement works, including removal of hardstanding and menage and partial change of use of paddock to garden curtilage.		
24/01279/FULL	Candlewood Rogers Rough Road Kilndown Cranbrook Kent TN17 2RN	Ground floor front & side extensions, alterations to existing front & rear fenestration, installation of 6no. Dormers	Approve	Approved
24/01163/LBC	Hammonds Barn Smiths Lane Goudhurst Cranbrook Kent TN17 1EU	Listed Building Consent - Internal repositioning of woodburning stove from upstairs to downstairs, with associated external relocation of flue	Approval subject to the agreement of the conservation officer.	
24/01189/LBC	Nursery Farm Oast Flimwell Wadhurst East Sussex TN5 7QA	Listed Building Consent - Two-storey extension, including changes to fenestration on all elevations, removal of internal walls on ground floor & creation of internal walls to first-floor, amendments to Oast access	Approval subject to the agreement of the Conservation officers. The changes to an existing scheme are minor.	
24/01188/FULL	Nursery Farm Oast Flimwell Wadhurst East Sussex TN5 7QA	Two-storey extension, including changes to fenestration on all elevations	Approval subject to the agreement of the Conservation officers. The changes to an existing scheme are minor.	

## **Staffing**

The Office is working through a list of roles and responsibilities with the premise of an official staffing proposal being presented to Council in August, having sought approval via the Staffing Committee.

The office remains closed on a Friday, but once in the new office, we are looking at opening one Saturday morning a month.

## **The Office**

As per the RFO report we are due complete w/c 8<sup>th</sup> July. The property is scheduled to be cleared the same week, then the damp contractor starting w/c 15<sup>th</sup> July. Notice will be served as the HopBine on Monday 8<sup>th</sup>, once all is completed.

We are creating a list of additional requirements which we intend to share via monthly updates. This includes necessary alarms, policies, moving plans, office layouts, PAK testing, utilities, etc.

Decorating. We are planning using on plain white walls, with wooden laminate floor, rather than carpet tiles.

## **Projects we are working on**

GH Emergency Plan

Carparking map outline for events

CCTV Survey

FAQ for Burials

Flow Chart for Burials

General beautification of the village (through Amenities)