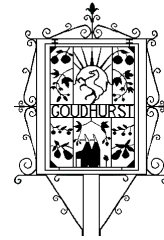


# Goudhurst Parish Council



## Meeting of the Parish Council 09/12/25

MEETING  
9 December 2025 19:30 GMT

PUBLISHED  
4 December 2025

# Goudhurst Parish Council



To: Members of Goudhurst Parish Council

I summon you to Meeting of Goudhurst Parish Council on Tuesday 9<sup>th</sup> December 2025 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.

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  
Clerk to Goudhurst Parish Council  
3<sup>rd</sup> December 2025

Parish Council Office – 3 Fountain House, High Street, Goudhurst, KENT. TN17 1AL  
01580 212552 | <https://goudhurst-pc.gov.uk>

Quorum for Council: 4 Members

# Agenda

Date  
9 Dec 2025

Time  
19:30 GMT

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 Parish Council Meeting held on Tuesday 11th November 2025 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	10
5.1 To resolve to approve payments for November 2025	-
5.2 To appoint two Councillors to approve payments	-
6 Resolutions	-
6.1 To resolve to agree the precept amount for 2026/2027 of £255,857 based on the budget circulated prior to the meeting	-
6.2 To resolve to approve the wage band increases for both the Clerk and Deputy Clerk as per the recommendation by the Finance Committee	-
6.3 To resolve to approve the Standing Orders for 2025/26 year	13
6.4 To review the Policy on Training, Learning and Development and resolve to re-adopt.	34
7 To receive an update from the Emergency Plan Working Group	-
8 Council to note the minutes of the following Committees and the decisions made	-
8.1 Amenities Committee	39
8.2 Burial Authority Committee	41
8.3 Finance Committee	43
9 Planning Decisions	45
10 Chairman's Report	-
11 Clerk's Report	46

	Item	Page
11.1	Councillors to note the Christmas Opening Hours	48
12	Correspondence	49
13	Items for information	-
14	Date of next Meeting , 13th January 2025 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> November 2025 Church Rooms Back Lane.

### PARTICIPANTS

**Councillors present:** Cllrs Antony Harris, Phil Kirkby (Chairman), David Knight (Borough Councillor), Peter Rolington, Geoff Mason, Caroline Richards, Ed Read Cutting, Alison Webster, Craig Broom.

**Others present:** *Helen Yeo, Amanda Allison*

**Officers present:** Panetta Horn Deputy Clerk

### CO OPTION

/25 A vote was taken and it was resolved to co-opt Helen Yeo to the Council.

### APOLOGIES

/25 Apologies were received from Cllr Paul Wareham.

### DECLARATIONS OF INTEREST

/25 There were none.

### MINUTES OF THE LAST MEETING

/25 It was **resolved** that the Minutes of the Parish Council Meeting held on 14<sup>th</sup> October 2025, copies of which had been previously distributed to Members via Board Intelligence, were signed by the Chairman as a correct record.

### REPORTS FROM COUNTY & BOROUGH COUNCILLORS

/25 A Report was received from David Knight, Borough Councillor. Tunbridge Wells has released a 10 year additional housing plan which is going for a vote. This involves 678 houses, mainly around the Paddock Wood area.

Racing bikers are causing a problem around the A21, the Police have advised anyone affected to report issues to them.

TWBC are supporting the recommendation to set up 3 Unity Authorities in the Local Government review. This has to be submitted by 28<sup>th</sup> November and Government will choose and advise back. The scheduled May elections will go ahead. No costs were discussed for individual options but the Cabinet anticipates £127.7 million cost. Time line for transfer is 2027/28.

### ACCOUNTS

/25 It was approved to transfer £75K to CCLA.

**Resolutions**

## RFO Report

/25 It was **resolved** to approve the payments for September 2025 plus the additional ones brought to the meeting.

Ref	Invoice Number	Supplier	Description	Gross	Net
27237		HMRC	Nov Tax and NI	1,727.77	1,727.77
27241	4553	Veolia	bin emptying burial ground Oct	75.53	62.94
27242		Perinda Skilton	Oct office cleaning	80.00	80.00
27243	22845	B&K	Electric support with office cables and heating	274.80	229.00
27244	3660	F&C	Cleaning services to 5/11	745.80	621.50
27245	153	Balanced Audio Visual	Maintenance and upgrade of CCTV	474.00	395.00
27246	27795	Community Heartbeat	Annual support 1/9/25-1/9/26	162.00	135.00
27247		Panetta Horn	Expenses and Mileage	36.89	35.09
27248		Rebecca Barden	Mileage Oct	13.95	13.95
27249		Kilndown Quarry Centre	Grant Payment	3,500.00	3,500.00
27250		PWAC	Grant Payment	500.00	500.00
27251	15235	BTF	Rent for Glebe fields	996.27	996.27
27252		Kilndown Parish Hall Trust Fund	Grant for maintenance of village green	3,500.00	3,500.00
27253	108696	Living Forest	Raising crown on tree in burial ground	213.00	177.50
27254		Envirocure	Monthly L8 Checks CF	33.00	27.50
27255		Jemima Horn	18 hours Burial Digitisation @ £15	270.00	270.00
27256		Pearsons	Treatment of Box hedge	180.00	150.00
27257		Mel Boxall	Decoration at Fountain House	462.00	385.00
27258		RBL	2 wreaths	50.00	50.00
27259		Jack Tinsley	12 hours Burial Digitisation @ £15	180.00	180.00
27260		BT		441.40	

		BT	August FH	76.75	63.96
		BT	Sept FH	116.75	103.96
		BT	Oct FH	116.75	103.96
		BT	Nov FH	131.15	115.96

/25 It was **resolved** to appoint Geoff Mason and Craig Broom to approve the payments.

/25 Councillors **noted** the up to date figures for the pond electricity bill to reimburse the village hall together with back payment for the last few years. RFO to liaise with The Village Hall Treasurer on exact figures.

#### RESOLUTIONS

/25 It was resolved to agree the next steps as outlined in the Compliance with Web Content Accessibility Guidelines.

It was further agreed that we should introduce a caveat “This may not be machine readable.” as an initial step for compliance and that we should raise what are understood to be the requirements with our internal auditors Mulberry.

/25 It was resolved to allow a resident to remove intrusive saplings from Chequer Field Boundary through their fence.

#### ENHANCED MAINTENANCE COSTS FOR CHEQUER FIELD VERUS FA GRANT

/25 It was agreed that the project of enhanced maintenance to the Chequer Field should continue and that £12K should be added to the budget.

#### EMERGENCY PLAN

/25 Cllr Rolington as received the early draft but has not had time to review. It was agreed to roll the matter over to the next meeting. It was further agreed that a working group, comprising of Cllrs, Rolington, Yeo, Broom and Webster should be established to consider this.

#### BEWL WATER CONSULTATION

/25 Lamberhurst Parish Council have asked for the views as a Goudhurst Parish Council on the Bewl Water Consultation. Leaflets and a poster to increase awareness have been left with the office with a request to promote awareness of the survey. The Survey discusses the implication of a planning application to build tourist accommodation and short term holiday lets in the former sailing club. The proposal was refused in 2021 primarily on the grounds of affecting dark skies and wildlife. It was agreed that this should be reviewed through the Planning Committee and a proposal brought to full council.

#### PARISH OFFICE CHRISTMAS FAIR HOURS

- /25 Councillors would like the office to be open 2-5pm. Times and volunteers to be confirmed

#### VOLUNTEERING FOR ROAD CLOSURE FOR CHRISTMAS FAIR

- /25 Cllr Kirby to send out a schedule. The office to charge the Walkie Talkies. Fair open 12-5. The Office are to discuss with Ed Bates about positioning cones around Tattlesbury Triangle to prevent creating a bottleneck for parking.

-

#### COUNCIL NOTED THE MINUTES OF THE FOLLOWING COMMITTEES

- /25 It was **resolved** to approve the Amenities Committee Minutes. There were no decisions made but new terms of reference were agreed.
- /25 It was **resolved** to approve the Projects Committee Minutes. No decisions were made at the initial meeting and terms of reference will be drafted prior to the next meeting, these to be fluid and mould to requirements as the committee develops.

#### PLANNING DECISIONS

- /25 Members **noted** Planning Committee recommendations and TWBC decisions in October 2025.

#### CHAIRMAN'S REPORT

- /25 The Chairman thanked Cllr Peter and volunteers for RBL for work.

#### CLERKS REPORT

- /25 County Councillor Russell has invited requests for money from the Members Grant. The Office are to identify potential options for this and to proceed with an application. She requested council feedback on what is essential for improving rural buses in our area.

#### CORRESPONDENCE

- /25 Town and Country Housing association have advised they are going to remove all debris from the recent fire in Lurkins Rise.
- /25 It was agreed that the Council will email the Enforcement officer about breaching trees preservation on the .....development.
- /25 It was agreed that the Council will reimburse the Friends of St. Mary's for the insurance for the Christmas fair.

#### ITEMS FOR INFORMATION

- /25

#### NEXT PARISH COUNCIL MEETING

- /25 The next Council Meeting is 9<sup>th</sup> December 2025 7.30pm at The Church Rooms.

Meeting finished 21.27

P. Horn

Deputy Clerk





# Goudhurst Parish Council

## RFO report to Council

Accounts to 30/11/2025

These figures will be presented to Council at the December 2025  
Council meeting.

### Receipts UTB in November 2025

VAT Reclaim	15969
Burial Charges	251
Garage Rent	193
	<b>19,413</b>

### Receipts Instant Access in October 2025

0

### Receipts CCLA in October 2025

Dividend payment	359
<b>Total Receipts</b>	<b>19,772</b>

### Payments November 2025

UTB	26,885
CCLA	0
<b>Total Payments</b>	<b>20,571</b>

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

UTB	26,286
CCLA	183,904
Instant Access	72,040
<b>Current Balances</b>	<b>282,230</b>

**Accounts Payable to 04.11.2025 for authorisation**

Payment Ref	Supplier	Description	Gross	Net
27282	Perinda Skilton	Nov office cleaning	80.00	80.00
27283	F&C	Cleaning services to 12/11	757.20	631.00
27284	Richard Greenaway	Install signage at Toilets and FH	107.41	107.41
27285	Katrina Hoyle	Mileage £23 Refreshments for Christmas fair £137.27	160.27	160.27
27286	Panetta Horn	Office key cut £5.95 Office refreshments £4.04	9.99	9.99
27288	Rebecca Barden	New office keys £29.75 Mileage £3.60	33.35	33.35
27289	Envirocure	Monthly L8 Checks CF	33.00	27.50
27290	Fermor	Christchurch and Quarry Centre Nov and Dec	1,274.00	1,274.00

There will also be a bill for payment from BT for the office broadband. A standing order will be set up for future payments for this expenditure.

Cost Centre budgets which have exceeded

		Budget	YTD Balance	Reasoning
5111	Office utilities	2700	2934	Late receipt of Electricity Bill resulted in incurring charges for period Sept 24 to Mar 25 in this year's costs.
5201	Training	1500	1604	CiCLA training for all staff approved which was unbudgeted.
5300	Plain	1000	1383	
5350	GF grounds Maint	9645	12447	Additional work required to meet with the sports grant criteria
5351	CF Pavilion Maint	2000	2667	£419 spent on replacement hand drier unbudgeted £134 spent on unblocking toilet unbudgeted £318 spent on electrical work - unbudgeted
5388	CCTV Maint	600	1005	£467 spent on cable work at GVH, work planned for 26/27 but brought forward whilst scaffolding was in place
5394	Parish Bins	0	557	Project planned for 2026/7 with £1600 budget, purchased early.

The final budget proposal has been circulated to Councillors. The tax base has now been received and the increase detailed in the circulated budget equates to a 3.6% increase. It has been requested that we bring forward the replacement to the Chequer field gate into next year's budget which would then equate to an increase of 4.8%. There will be a resolution to sign off the budget on the agenda.

**Panetta Horn**  
**Deputy Clerk and RFO**  
**4<sup>th</sup> December 2025**

# Goudhurst Parish Council



## STANDING ORDERS

Adapted from the Model Standing Orders, NALC (Adopted in July 2024\_ min ref: 258/24)

1. Rules of debate at meetings.....	2
2. Disorderly conduct at meetings .....	4
3. Meetings generally.....	4
4. Committees and sub-committees.....	7
5. Ordinary council meetings.....	8
6. Extraordinary meetings of the council, committees and sub-committees.....	10
7. Previous resolutions.....	10
8. Voting on appointments .....	11
9. Motions for a meeting that require written notice to be given to the proper officer .....	11
10. Motions at a meeting that do not require written notice.....	11
11. Management of information.....	12
12. Draft minutes.....	13
13. Code of conduct and dispensations .....	13
14. Code of conduct complaints.....	15
15. Proper officer.....	15
16. Responsible financial officer.....	17
17. Accounts and accounting statements.....	17
18. Financial controls and procurement.....	17
19. Handling staff matters.....	19
20. Responsibilities to provide information.....	20
21. Responsibilities under data protection legislation.....	20
22. Relations with the press/media.....	20
23. Execution and sealing of legal deeds .....	20
24. Communicating with district and county or unitary councillors.....	21
25. Restrictions on councillor activities.....	21
26. Standing orders generally .....	21

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 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.*
- bb The Ex Officio shall only be the Chairman and can attend all committee and sub committee meetings but can only vote if the committee or sub committee is not at quorate.

#### 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.**
- 
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- 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 andwhich 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.

**Goudhurst Parish Council**  
**STANDING ORDERS**  
**POLICY ON TRAINING, LEARNING & DEVELOPMENT**

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## **1. Introduction**

1.1 This document forms Goudhurst Parish Council's (GPC) Training and L&D Policy. It sets out:

- The Council's commitment to training
- The identification of training needs
- Corporate training
- Financial assistance
- Study leave
- Short courses/workshops
- Evaluation of training
- Links with other policies
- Reporting on progress

1.2 The objectives of this strategy are to:

- Encourage Members and staff to undertake appropriate training/L&D
- Allocate training in a fair manner
- Ensure that all training is evaluated to assess its value

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## **2. Commitment to Training**

2.1 GPC is committed to the ongoing training and development of all Councillors and employees to enable them to make the most effective contribution to the Council's aims and objectives...

2.2 GPC recognises that its most important resource is its Members and officers and is committed to encouraging both Members and officers to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

- 2.3 GPC expects senior and specialist officers to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies.
- 2.4 Providing training yields a number of benefits:
- Improves the quality of the services and facilities that Your Local Council provides
  - Enables the organisation to achieve its corporate aims and objectives
  - Improves the skills base of the employees and members
  - Produces confident, highly qualified staff working as part of an effective and efficient team; and
  - Demonstrates that the employees are valued.
- 2.5 Training and development will be achieved by including a realistic financial allocation...
- 2.6 The process of development is as follows:
- Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
  - Planning and organising training to meet those specific needs.
  - Evaluating the effectiveness of training.
- 

### **3. Identification of Training Needs**

- 3.1 Employees will be asked to identify their development needs.
- 3.2 Members will be asked to identify their development needs.
- 3.3 Other circumstances may present the need for training:
- Legislative requirements
  - Changes in systems
  - Complaints to the Council
- 3.4 Employees who wish to be nominated for a training course should discuss this in the first instance during their appraisal; where it will be determined whether the training is relevant to the Council's needs and/or service delivery.
- 

### **4. Corporate Training**

- 4.1 Corporate training is necessary to ensure that employees are aware of their legal responsibilities...
- 

### **5. Financial Assistance**

- 5.1 It is important to note that all supported training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources.
- 5.2 Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified.
- 5.3 In order to best ensure cost effectiveness, Members and employees will be required to attend the nearest college/venue offering the required course, unless an alternative is authorised by the Parish Council in the interest of operational effectiveness or Best Value.
- 5.4 Other considerations include the following:
- Implication of employee release for training course(s) on the operational capability of the council
  - The most economic and effective means of training
  - Provision and availability of training budget
- 5.5 For approved courses Members and employees can expect the following to be sponsored:
- The course fee
  - Examination fees
  - Associated membership fees
  - One payment to re-take a failed examination
- 5.6 Members and officers attending assisted courses are required to inform the Clerk immediately of any absences, giving reasons.  
Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.
- 5.7 Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave the Council's employment within two years of completion of the qualification they will be required to repay all costs associated with the undertaking of such training.
- 5.8 If the employee takes up employment with another Local Council an exemption to this clause may be granted.
- 

## **6. Study Leave**

- 6.1 Employees who are given approval to undertake external qualifications are granted the following:
- Study time to attend day-release courses
  - Time to sit examinations
  - Study time of one day per examination (to be discussed and agreed by line manager in advance)
  - Provision of study time must be agreed with the line manager prior to the course being undertaken.
- 

## **7. Short Courses/Workshops/Residential Weekends**

7.1 Where attendance is required at a short course, paid leave will be granted to employees.  
7.2 Members and staff attending approved short courses...can expect the following to be paid:

- Course fees
- Travel and subsistence

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## **8. Evaluation of Training**

8.1 Records of all training undertaken by employees will be kept in the personnel files of each member of staff.  
8.2 Employees are asked to provide feedback on the value and effectiveness of training...

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## **9. Linking with Other Council Policies**

9.1 Relationship with other Council policies:

Equality of opportunity in all aspects of Member and officer development.  
A training policy and training record for both Members and staff is a requirement for the accreditation of the national Local Council Award Scheme.  
Risk Management Policy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management.  
Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the authority.  
Undertaking training is a clear indication of Continuing Professional Development.

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## **10. Reporting on Progress**

The Clerk will report annually to the Council

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## **11. Conclusion**

11.1 The adoption of a training or learning and development policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Elected Members and staff.  
11.2 The adoption of a training or learning and development policy has a practical implication for GPC's budget and ensures that the Council is aware of the implication of its commitments and allocates adequate and appropriate funding in a long term and sustainable platform that supports these aspirations and commitments.

## **12. Alternative Formats**

- 12.1 Equality Act 2010: Goudhurst Parish Council as a committed and compliant Local Authority to all aspects of Equality Legislation will make every effort to ensure that access to material including this policy is available in alternative format: please contact the Clerk for further information.
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## **13. Freedom of Information**

- 13.1 In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website <http://goudhurst.co.uk> and copies of this document will be available for inspection on deposit in the Council Office.
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## **Appendix 1: Commitment to Officers and Members**

### **Commitment to Officers and Members**

- 14.1 Goudhurst Parish Council has a fully integrated policy in the field of training and Learning and Development based in this document and the commitment to funding in its regular budget. This Council supports the concept of investing in lifelong Learning and Development for members and officers and will commit an appropriate percentage (%) of its budget on a regular sustainable basis. The Council will work closely with the Kent Association of Local Councils and avail itself of the resources of the SLCC and other bodies as appropriate to ensure high quality Learning and Development programmes.
- 14.2 Goudhurst Parish Council makes the following commitment to its members: that every new Member of the Council whether elected or co-opted will be trained to an adequate standard as set out by the Council and reflecting prevailing accepted standards within a year of taking office. In addition, skills audits will be acted upon to ensure specialist members receive additional training along with the bulk of the Council to take account of legislative changes and new initiatives.
- 14.3 Goudhurst Parish Council makes the following commitment to its officers and employees of the Council that they will be trained to an adequate standard as set out in prevailing legislation, Local Authority standards and reflecting the aspirations of the Council as soon as possible upon appointment and on an on-going and rolling programme reinforcing professional development.

# Goudhurst Parish Council



## AMENITIES COMMITTEE

Minutes of a Meeting held on 25<sup>th</sup> November 2025 at 7.30pm in The Church Rooms, Back Lane, Goudhurst.

### PARTICIPANTS

Members of the Committee: Cllrs David Knight, Ed Read-Cutting, Alison Webster, Peter Rolington, Geoff Mason and Paul Wareham.

Officers: Rebecca Barden (Assistant Clerk) and Kat Hoyle (Clerk)

### APOLOGIES

471/25 No apologies received from Cllr Kimber.

### DECLARATIONS OF INTEREST

472/25 There were none.

### QUESTIONS FROM THE PRESS AND PUBLIC

473/25 There were none.

### MINUTES OF LAST MEETING

474/25 The minutes from the meeting of 21<sup>st</sup> October 2025, were approved and signed as a correct record.

### TO REVIEW THE TERMS OF REFERENCE FOR THE AMENITIES COMMITTEE FOLLOWING THE CLOSURE OF THE YOUTH AND HOUSING COMMITTEE.

475/25 Cllr Rolington asked for an amendment to correct the title of the Police Community Support Officer. **Resolved: To amend the TOR. Action: Assistant Clerk to amend the TOR as requested.**

### TO UPDATE ON THE PURCHASE OF 3 NEW BINS AND THE ASSOCIATED EMPTYING COSTS.

476/25 Assistant Clerk advised that the 3 bins had been ordered, and delivery was expected by next week. Discussions took place regarding the locations of the bins and Cllr Read-Cutting asked about the provision of a bin for Kilndown. **Resolved: Assistant Clerk to order an extra bin for Kilndown. Action: Assistant Clerk to order an extra bin for Kilndown, arrange for their installation and appoint a contractor for emptying and maintenance.**

### TO RECEIVE AN UPDATE ON THE WORK AT THE LOWER GLEBE.

477/25 Assistant Clerk advised the Committee that the proposed work had been booked in for March 2026. Clerk informed the Committee that the Pre-School have decided to go ahead with the enlargement of their garden area and have volunteered to look after and maintain the planters at the new seating area. Clerk also stated that they have arranged for the weeds in front of the pre-school garden fence to be cut back.

### TO RECEIVE AN UPDATE ON THE REPAIR OF THE HANDWASHER/DRIER IN THE PUBLIC TOILETS AT BALCOMBES HILL.

478/25 Assistant Clerk informed the Committee that the repair to be carried out.

**TO DISCUSS AND DECIDE UPON ACTION REGARDING THE MAINTENANCE/UPDATING OF THE DOORS AT THE PUBLIC CONVENIENCES ON BALCOMBES HILL.**

- 479/25 Assistant Clerk informed the Committee that the handyman had advised that the doors could benefit from re-painting. **Resolved: To obtain a quote for repainting the doors. Action: Assistant Clerk to obtain a quote and report back to Committee.**

**TO RECEIVE AN UPDATE ON THE PROPOSAL TO REVIEW AND UPDATE THE CCTV SYSTEM.**

- 480/25 Cllr Rolington gave an update on the CCTV project and advised that the Church did not want to link up the GPC updated system and have asked for a copy of the agreement for the current CCTV system. **Resolved: To obtain 2 more quotes for the updated CCTV system. Action: Clerk to liaise with Cllr Rolington to provide the Church with the required Agreement. Cllr Rolington to obtain 2 more quotes.**

**TO DISCUSS AND DECIDE UPON THE FORMAT FOR THE “WHAT’S ON THIS MONTH” BOARD IN THE WINDOW OF THE PARISH COUNCIL OFFICE.**

- 481/25 Assistant Clerk informed the Committee that the electronic board had been removed, and the hanging system had been installed.

**TO DISCUSS AND DECIDE UPON THE PURCHASE OF A NEW PA SYSTEM.**

- 482/25 Assistant Clerk stated that the PA system that had been approved by Committee could not be purchased. Cllr Kirkby had investigated this and has provided details of 2 alternatives. Cllr Wareham asked whether these had XLR input. **Resolved: To purchase a new PA system not exceeding £500. Action: Assistant Clerk to establish the suitability of the PA system and once satisfied, arrange the purchase of such.**

**TO DISCUSS THE FUTURE OF THE QUARRY CENTRE, KILNDOWN.**

- 483/25 Cllr Knight stated that the Kilndown Councillors had met with the Quarry Centre Committee and he and Cllrs Wareham and Read-Cutting provided a summary. **Resolved: Any fliers/adverts for the Quarry Centre will be printed and displayed in the Council Office window. Action: Cllrs to provide posters for Assistant Clerk to display.**

**ITEMS FOR INFORMATION**

- 484/25 There were none

**DATE OF THE NEXT MEETING**

Next Amenities Committee Meeting on Tuesday 17<sup>th</sup> February 2026

The meeting closed at 20.34pm

Rebecca Barden  
Assistant Clerk  
26<sup>th</sup> November 2025



# Goudhurst Parish Council



## BURIAL AUTHORITY

Minutes of a Meeting held on 18<sup>th</sup> November at 1pm in the Parish Council Office

### PARTICIPANTS

**Councillors Present:** Cllrs Phil Kirkby, Caroline Richards (Chairman), and Peter Rolington.

**Officers Present:** Panetta Horn, Deputy Clerk

### APOLOGIES

/25 Were received from Cllr Ed Read -Cutting and Geoff Mason

### DISCLOSURES OF INTEREST

/25 There were none.

### MINUTES OF THE LAST MEETING

/25 It was **resolved** to approve the minutes of the Burial Authority Meeting held on 9th September 2025 as a correct record.

### QUESTIONS AND STATEMENTS FROM THE PUBLIC AND PRESS

/25 There were none.

### BURIAL AUTHORITY BUDGET PRIORITIES

/25 The quote from English Heritage Gardens was approved and the RFO is request a date for work to start.

/25 The quote from Pearsons for works was approved in respect to the work in the lower Burial Ground, and the stump grinding in the Victorian cemetery. The installation of a meadow was rejected however other small works were identified and the RFO is to draw up a schedule and price for these works.

/25 The quote from Pelhams for a brace for the Victorian Cemetery gate was approved and work will be commissioned by the RFO.

/25 A late quote from JP Joinery and it proved difficult to compare with the quote from Tates. The RFO is to go back to both contractors to obtain an exact quote for works from both suppliers and appoint the cheapest contractor up to the maximum of £3500.

/25 The appointment of Pearsons to undertake the annual maintenance for the Cemeteries was approved.

/25 It was confirmed that Pearsons have been asked to undertake a final winter cut of all grounds and a weeding of the Ashes plots.

### REVIEW OF BURIAL FORMS

/25 The amendments for point of clarity on the Burial Regulations were approved.

/25 The amended NOI form with the inclusion of a statement of confirmation that the ERB will conform to the Burial regulations was approved and the need for a compliance form for

Grave Management negated. The RFO is to issue these forms to all new enquiries and send to all Funeral directors who regularly organise funerals in Goudhurst.

#### LETTERS FOR BREACH OF REGULATIONS

/25 It was agreed that the Office will write to all ERB holders currently breaching the regulations asking them to remove plants and tributes prior to the returfing of the area at the beginning of March.

#### UPDATE ON BURIAL DIGITISATION

/25 The meeting was informed of the progress with the digitisation of the Victorian Cemetery and a discussion was held on the possibility of making the records available online. Cllr Rolington is to investigate and report back.

#### DATE OF THE NEXT MEETING

332/25 Next meeting Tuesday 13th March at 6.00pm in the Council Office.

Panetta Horn

18<sup>th</sup> November 2025

Deputy Clerk

# Goudhurst Parish Council



## FINANCE COMMITTEE

Minutes of a Meeting held on 18<sup>th</sup> November at 7pm in the Parish Council Office

### PARTICIPANTS

**Councillors Present:** Cllrs Phil Kirkby, Caroline Richards, Craig Broom, Geoff Mason, Antony Harris and Peter Rolington (Chair).

**Officers Present:** Panetta Horn, Deputy Clerk and Katrina Hoyle, Clerk

### APOLOGIES

/25 Apologies received from David Knight

### DISCLOSURE OF INTEREST

/25 There were none.

### MINUTES OF THE LAST MEETING

/25 It was **resolved** that the minutes of the Finance Committee meeting held on 17<sup>th</sup> June 2025, and previously distributed to members, be accepted as a correct record.

### REVIEW OF DIRECT DEBITS, STANDING ORDERS AND CONTRACTS

/25 The meeting reviewed all direct debits and standing orders in place and were appraised of the process the office undertakes to monitor contract renewal to achieve value for money for the Council.

### REVIEW YTD AND PROJECTED YE EXPENDITURE

/25 The estimated year end expenditure for 2025-26 was discussed and any anticipated changes to budgets noted.

### PROJECT BUDGET AND PRECEPT FOR 2026-27

/25 The Committee reviewed the draft budget and precept and approved the figures for submission to full Council at the December meeting.

### COMPLIANCE TO FINANCIAL REGULATIONS

/25 The committee confirmed that it was compliant with the existing regulations and agreed some minor changes for clarity.

### GARAGE RENTAL ARREARS

/25 The meeting were advised that the redrafted contract for Garage leases had not yet been received and it would be chased. The RFO is contact the Leases in arrears to discuss how the accounts can be brought back into line. It was also agreed that the payment terms should be amended from quarterly to monthly to prevent the accrual of arrears.

### DATE OF NEXT MEETING

376/25 It was **agreed** for the next meeting to on Tuesday 18<sup>th</sup> November 7pm at the Council offices.

Minutes taken by:

Panetta Horn

Deputy Clerk

## TWBC Planning Decisions During November 2025

Application	Address	Proposal	TWBC	Decision
25/01765/FULL	Twysenden Manor Priors Heath Goudhurst Cranbrook Kent TN17 2RG	Change of use & conversion of an existing building to create holiday accommodation. Change of use of existing former stable block to create home office space, kitchenette & WC. Erection of a single storey catering building.	Approved	03/11/2025
25/02194/FULL	Green Cross Cottage, Station Road, Goudhurst, TN17 1HA	Demolition of attached lean to & rear conservatory; porch replacement, installation of 3 no. rooflights	Approved	11/11/2025
25/01560/FULL	Land Adjacent To Wildflower Stables, Ladham Road, Goudhurst, Cranbrook	Creation of vehicular access, including field gate. Extension to field shelter.	Approved	07/11/2025
25/02218/FULL	Risebridge Farmhouse Ranthers Lane Goudhurst Cranbrook Kent TN17 1HN	Erection of outbuilding, retaining wall & new swimming pool	Approved	18/11/2025
25/02254/LBC	2 Meadow View , Jarvis Lane, Goudhurst, Cranbrook, TN17 1LW	Listed Building Consent - Installation of a log burner & addition of a chimney cowl.	Approved	20/11/2025
25/02262/FULL	Crimond , Gore Lane, Goudhurst, Cranbrook, Kent, TN17 1JP	Rear conservatory	Approved	20/11/2025

## **Clerk's report**

A reminder of the Office Opening Hours during the festive period.

24<sup>th</sup> – 26<sup>th</sup> December the office will be closed, reopening again on Monday 29<sup>th</sup>. A note to be sent with staff availability but this will not be made public.

**Council to note the following Policies will be brought to the January meeting for review:**

- IT Policy
- GDPR Breach Notification procedure
- Policy Information Data protection Policy (in place but to renewed)
- Pond Policy

## **Assertion 10 Compliance**

- Data Audit – complete, to be noted in the January meeting
- IT Policy (see above)
- Website compliance – statement already live, and working through the recommendations created in the compliance review document
- Councillor GDPR Training – Cllr Craig Broom is creating this for an online training course. All councillors must complete, please, by the end of March. Cllr Craig Broom to circulate once ready. Staff will also complete this.

## **General Updates**

The office opening during the Christmas shopping was successful. Thank you to those who popped in and helped support.

We will be completing a survey of the village assets and general conditions of areas, so if you are out and about during the break, please can you make a note of anything you think needs looking at. We are updating our calendar and would like to include any additional matters that may need doing.

## **Considerations of purchasing**

- We are looking at buying community tables/benches to be stored in the garage and for the village to use for their events. Handouts will be given during the meeting as to options and whether benches or chairs
- It was suggested due to the parking issues on 29<sup>th</sup> November areas may need to be cordoned off in future with the use of hazard tape and fencing pins. Suggest x 2 [https://www.screwfix.com/p/roughneck-64-600-fencing-pins-1-2m-x-10mm-black-10-pack/32108?gclid=aw.ds&gad\\_source=1&gad\\_campaignid=22599670533&gclid=0AAAAAD8ldPzqaWbQweLxdC21URkQbld7Q&gclid=EAlaIQobChMI5-395tihkQMV\\_D0GAB11cj0yEAQYAIBEGl-6fD\\_BwE](https://www.screwfix.com/p/roughneck-64-600-fencing-pins-1-2m-x-10mm-black-10-pack/32108?gclid=aw.ds&gad_source=1&gad_campaignid=22599670533&gclid=0AAAAAD8ldPzqaWbQweLxdC21URkQbld7Q&gclid=EAlaIQobChMI5-395tihkQMV_D0GAB11cj0yEAQYAIBEGl-6fD_BwE) – cost £100

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**Goudhurst Parish Office**  
***Christmas***  
**Opening Hours**

Drop in hours are between  
10am - 2pm

Mon 22<sup>nd</sup> Dec - Open

Tues 23<sup>rd</sup> Dec- Open

Wed 24<sup>th</sup> - 28<sup>th</sup> Dec - CLOSED\*

Mon 29<sup>th</sup> Dec - Open

Tues 30<sup>th</sup> Dec - Open

Wed 31<sup>st</sup> Dec - Open

Thurs 1<sup>st</sup> Jan - CLOSED\*

\* For urgent inquiries please visit [goudhurst-pc.gov.uk](http://goudhurst-pc.gov.uk)  
for the appropriate contact

Thank you







The countryside charity  
Kent

Dear Parish Council,

We are CPRE Kent, the Kent branch of the Campaign to Protect Rural England.

Our mission is to protect Kent's countryside from inappropriate, unsustainable, or speculative developments and other threats.

We work with local communities to help residents have a strong voice in shaping their environment and safeguarding their countryside and vital local green spaces. We also campaign for genuinely affordable housing and stronger support for rural communities. CPRE operates from *parish to Parliament*: our local work is supported by a national team that influences policy and advocates for the needs of rural areas at a national level.

As a charity, we rely on membership, and we are writing to highlight our work and to ask if your council might consider supporting us.

More than 100 parish councils across Kent are already organisational members of CPRE Kent. For just £5 a month, members receive planning and policy advice, access to our expertise, regular updates through our e-newsletter, our biannual *Kent Countryside Voice* magazine, and the national *Countryside Voice* magazine.

If you would like more information about our work, please visit our website at [www.cprekent.org.uk](http://www.cprekent.org.uk), and do not hesitate to contact me with any questions.

You may also be contacted by volunteers from our local District Group. We hope you do not mind us contacting you in these ways. CPRE Kent staff or our volunteers would also be very happy to attend a parish council meeting to talk about our work in person. Please let me know if this would be of interest.

Thank you very much for your time. I look forward to hearing from you.

With kind regards

Andrea Griffiths

Director

CPRE Kent

CPRE Kent, Queen's Head House, Ashford Road, Charing, TN27 0AD. Tel 01233 714541

The Kent Branch of the Campaign to Protect Rural England is a registered charity (number 1092012), and is also a company limited by guarantee, registered in England (number 4335730).