

Aylesford Parish Council

Policy & Resources Committee

Minutes of the Meeting held in the Aylesford Parish Council Office, Aylesford on Tuesday 6 May 2025

Present: Councillor Sullivan (Chair) and Councillors, Balcombe, Mrs Birkbeck, Craig, Ms Dorrington, Mrs Gadd, Rillie, Sharp, Shelley and Smith.
Melanie Randall (Clerk of the Council)

1. Apologies for Absence

Apologies for Absence from Councillors Chapman, Mrs Eves, Fuller, Gledhill, Hammond, Ludlow, and Ms Oyewusi were received, and the reasons for absence agreed.

2. Declarations of Interest

There were no declarations of interest additional to those contained in the Register of Members Interests.

3. Minutes of the last meeting held on 8 April 2025

It was **Agreed** that the Minutes from the meeting held on 8 April 2025 be approved as a correct record and be signed.

4. Any Matters Arising from the last Minutes

There were no matters arising.

5. Accounts for Payment

The Council considered the Payment Schedule attached to the Agenda and Councillor Craig proposed and Councillor Balcombe Seconded and it was **Resolved** that 36 payments totalling £17,030.98 be made.

6. Finance Advisory Sub Committee

It was Agreed to note the minutes of the meeting held on 8 April 2025.

7. KALC and TMBC Parish Partnership Panel Meetings

There had been no recent meeting to report on.

8. Council Vacancies

There is one vacancy for Eccles Ward and one for Aylesford South.

An application was received for Aylesford South and reported to the last meeting of this committee and will be proposed for ratification at Council on 13th May 2025. The Chair reported that no other applications had currently been received.

Noted

9. To discuss the possibility of outsourcing HR and H&S Management to an outside organisation

The Chair reported that himself and the Vice Chair along with the Clerk had met with a representative from the company that submitted the most competitive quote. The Chair informed the committee that the company is happy to carry out a one off 'audit' of the Council's HR and H&S documentation. The cost for this would be £1,325 for HR and £1,275 for H&S. The company have offered that should the Council wish to sign up to its full contracted package within 6 months they will deduct the amount paid from the annual amount of the contracted service.

It was **Resolved** to enlist the company to carry out an 'audit' of the Council's HR and H&S documentation as a one-off process.

Closed

10. Request received from TMBC to help fund the Anti-Social Behaviour Team

The Clerk circulated the answers via email from TMBC to the questions raised by Members at the last meeting, and due to there being mixed views the most appropriate course of action was to bring this back to committee for open discussion.

A comment made was that the Parish Council needs to know the details of who it should contact to report issues and would like to know if Councillors can also make contact with the ASB Team to report things residents might bring to their attention.

It was **Resolved** that the Parish Council contribute £2,000 to the scheme. This does not set a precedence for future years and TMBC must be mindful that if the Parish Council is not satisfied with the service provision it receives then it is likely it will not contribute again.

Closed

11. Aylesford Station Adoption Asset Agreement with Southeastern Trains

Members reviewed the revised and simplified agreement drawn up by Southeastern Trains and Resolved to accept the document. The Clerk is authorised to sign it.

Closed

12. Any Other Correspondence

There was no Other Correspondence.

14. Duration of Meeting

7:36pm to 8:10pm