

# Aylesford Parish Council

## Policy & Resources Committee

### Minutes of the Meeting held in the Aylesford Parish Council Office, Aylesford on Tuesday 8 April 2025

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

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#### 1. Apologies for Absence

Apologies for Absence from Councillors Chapman, Mrs Eves, Fuller, Hammond, Ludlow, Mrs Ogun 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; except Councillor Ms Dorrington declared an interest in item 9 as the applicant is known to her. She took no part in the discussion or decision.

#### 3. Minutes of the last meeting held on 4 March 2025

It was **Agreed** that the Minutes from the meeting held on 4 March 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 Balcombe proposed and Councillor Craig Seconded and it was **Resolved** that 26 payments totalling £15,182.50 be made.

An extra payments run was made on the 28 March 2025 to process invoices in the 2024/25 financial year. All invoices were scanned to the Chairman for checking before the payments were authorised on the bank. 13 payments totalling £26,334.43 were made.

## **6. Finance Advisory Sub Committee**

It was Agreed to note the minutes of the meeting held on 4 March 2025.

## **7. KALC**

The next meeting is on Thursday 10<sup>th</sup> April 2025.

**Noted**

## **8. TMBC/Parish Partnership Panel Meeting**

No update

## **9. Council Vacancies**

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

The Chairman reported that an application had been received for Aylesford South. After discussion it was **Resolved** to accept the application. The co-option will go to Full Council as a recommendation for ratification.

**Noted**

## **10. Staffing Committee Minutes**

It was **Resolved** to accept the Staffing Committee Minutes.

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

The Clerk obtained two quotes as requested by Staffing Committee. After discussion it was **Resolved** not to proceed with either at the moment due to the annual cost being £3,150.00 (cheapest quote received) for a period of 5 years with a get out clause at 3 years with no financial penalty. It was agreed that some HR and H&S advice would be beneficial. Therefore, it was **Resolved** that the company who provided the cheapest quote will be asked if it can carry out an 'audit' of the council's policies and processes and offer it some advice. It was also suggested and **Agreed** that the Clerk set up a meeting between herself, the Chairman, Vice Chairman and the company so the council can be clear about what they would like to gain from this exercise.

**Closed**

## **12. Request received from TMBC to help fund the Anti-Social Behaviour Team**

This item was discussed and declined at the meeting of this committee on 7 January 2025. The Vice Chairman of the Council requested this be reconsidered as further correspondence had been received from TMBC.

TMBC are now only asking for a contribution of £2,000 and in return the Parish will receive a bespoke Service Delivery Plan detailing when the ASB Team will be in the Parish. Should the Parish Council not contribute then they will still receive some level of service but other areas who have contributed will be more of a priority.

After discussion it was resolved to agree in principle but that the Clerk will ask TMBC the following questions before a final decision is made

1. What powers will the team have to carry out any enforcement that may be needed (the Councils understand the Police and Crime Commissioner will give them extra powers, but what are they?)
2. Can the team call on other authorities for assistance, such as the Police and if so, what priority are they given for Police attendance?
3. What level of service will the Parish get if it were to contribute a maximum of £2,000?
4. Could the Council have an example of a Service Level Agreement, so it can see what it consists of?

It was **Agreed** that once the Clerk has the answers, she will circulate them to members via email for final decision. Should the council not be satisfied that it will receive adequate service provision for the proposed contribution then it will decline to contribute to the scheme. The decision will be reported back to this committee for minuting.

**Closed**

### **13. Any Other Correspondence**

There was no Other Correspondence.

### **14. Duration of Meeting**

7:30pm to 8:12pm