

MARDEN PARISH COUNCIL: Quality Gold Criteria 6:

Manages the performance of the Council as a corporate body

Marden Parish Council (MPC) comprises of 11 Cllrs and its Full Council meeting is held on the 2nd Tuesday of each month. It has the following Sub-Groups reporting to it:

Allotments; Communications and Emergency Planning

MPC has a committee structure with the following Committees/Sub-Committees:

Amenities Committee: comprises of 8 Cllrs and meets every 4th Tuesday of the month (excluding December)
Sub-Committees of the Amenities Committee are:

Cemetery and Open Spaces

Sub-Groups of the Amenities Committee are:

Byelaws; Environmental; Play Scheme and Village Events

The above are held as and when required.

Finance Committee: comprises of 6 Cllrs and meets every quarter.

The HR Sub-Committee falls under the Finance Committee and has 5 Cllrs. It meets every quarter prior to Finance (unless any urgent staffing matter requires attention).

Planning Committee: comprises of 8 Cllrs and meets on the 1st and 3rd Tuesday of each month.

Marden Neighbourhood Plan Steering Group reports to the Planning Committee.

The Council, Committees, Sub-Committees and Sub-Groups all have terms of reference governing the way it is run [Terms of Reference 2024 - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#) and records are kept of attendance and apologies [Meeting Attendance & Apologies - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#). Full reasons for apologies are kept by the Clerk in line with the six month ruling but these are not publicly available unless Cllr does not attend for six months then the reason is minuted for Cllrs to agree whether to permit an extension.

A log of issues/actions raised at Full Council and Amenities Committee meetings are put together by the Clerks and updated on a monthly basis and reported back to Council/Committee. The log/completed log of these actions can be found at: [Full Council Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#) or [Amenities Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#) along with non-confidential papers for meetings. This enables residents to see what action is being taken and details how it was resolved/completed.

Staffing

Marden Parish Council has five members of staff:

Full Time Clerk who is also the Responsible Financial Officer. The Clerk covers Full Council, Finance and Planning meetings along with the relevant Sub-Committees and Sub-Groups.

Part-time Deputy Clerk covers Amenities Committee and its relevant Sub-Committees/Sub-Groups.

Part-time Administrative Assistant

Two part-time groundmen

There is an appraisal system in place for staff currently completed by the HR Sub-Committee Chairman which identifies training issues required by staff including those required to keep them up to date with legislation. Training is given to new staff and a training policy is in place (Learning and Development Policy: [Council Policies and Procedures - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#) for all Cllrs and employees.

The Clerk has attained the Certificate in Local Council Administration (CiLCA) and continues to update her training as required and maintains obtaining 12 CPD points a year as part of her appraisal. The Deputy Clerk has Institute of Local Council Administration (ILCA). The Deputy Clerk will be working towards CiLCA in 2025.

Marden Parish Council has a wide range of policies, procedures and risk assessments which are reviewed and updated regularly and in line with changes to legislation.

It has an action plan/business plan along with a four year financial business plan which all lay out projects and budget setting processes for the next four years. Along with an Infrastructure Spend Plan (ISP) following the Local Authority adopted Community Infrastructure Levy (for which MPC has now started to receive small amounts of money towards projects listed on the ISP), MPC still has some S106 money allocated to the Playing Field. Following the consultation held

in March 2024 this money will be used towards the refurbishment of the pavilion/changing rooms. The breakdown of MPC S106 can be viewed at [MPC S106 contributions updated 07082023.xlsx \(mardenkent-pc.gov.uk\)](#) which provides residents of how the money has been spent so far.

Annual review is undertaken in regard to insurance cover and a 3-year agreement with the insurance provider was entered into in 2023.

Parish Councillors adhere to the Kent Code of Conduct and no complaints against Cllrs have been received or reported to the Monitoring Officer in the time that the Clerk has been in office (since 2002).