

TO ALL MEMBERS OF MARDEN PARISH COUNCIL

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the Marden Full Council meeting to be held on Tuesday 9th June 2026 at 7.30pm at The Allens, Albion Road, Marden

Alison Hooker
Alison Hooker (Mrs)
Clerk to Marden Parish Council
4th June 2026
clerk@mardenkent-pc.gov.uk / 01622 832305 / www.mardenkent-pc.gov.uk

Members of the public and press are welcome to attend this meeting and may speak during the public adjournment at the discretion of the Chairman and in accordance with standing order 1 e-g. Questions relating to any other items that are not on this agenda should be referred to the Chair of the Council or Clerk as appropriate and outside this meeting.

The law allows the public proceedings of council meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Clerk if you intend to record any part of the proceedings.

Marden Parish Council operates under General Power of Competence since adopted on 7th May 2024. Minute Reference 012/24.

AGENDA

Due to the Chairman and Vice-Chairman both being unavailable for this meeting a Cllr will need to be elected prior to the commencement of the agenda.

017/26 PRESENT

018/26 APOLOGIES FOR ABSENCE

Apologies for absence to be received.
Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will not be attending the meeting.

019/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests
Changes to Register of Interest
Granting of Dispensation

020/26 MINUTES OF THE PREVIOUS MEETING

To receive and accept as true records the Minutes of the Annual Parish Council and EFCM meetings held on 12th, 19th, 26th May and 2nd June.

[Annual Parish Council Meeting – 12th May 2026 – Marden Parish Council](#)
[Extra Ordinary Full Council Meeting \(EFCM\) – 19th May 2026 – Marden Parish Council](#)
[Extra Ordinary Full Council Meeting \(EFCM\) – 26th May 2026 – Marden Parish Council](#)
[Extra Ordinary Full Council Meeting \(EFCM\) 2nd June 2025 – Marden Parish Council](#)

021/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Members of the public to make themselves known to the meeting as to whether they wish to raise any issue under this item.

The meeting to be adjourned for the following items:

PUBLIC FORUM

Members of the public will be given the opportunity to raise any issue under this item.

EXTERNAL VERBAL REPORTS (if in attendance)

County Councillor Report

Borough Councillors Report

Police

The meeting to be reconvened to discuss item 022/26 onwards.

022/26 CLERK'S REPORT

To receive and note the Clerk's report – *in meeting pack*

023/26 PARISH MATTERS

Reports from MBC and KCC

Cllrs to receive and note written reports from Borough and County Councillors
Borough Cllr reports in meeting pack.

Police Update/Report from Police Forum

Crime Figures

Cllr Rabot to provide a report on receive crime figures.

Crime Figures can be found at: [Marden and Yalding | Your area | Kent Police | Kent Police](#)

Other Police Matters

Communication

Newsletter

[News Articles – Marden Parish Council](#)

Marden Flooding

Cllrs to receive and updates from Southern Water

Infrastructure Spend Plan (ISP)

Cllrs to receive any new requests for inclusion in the ISP

Changing Rooms Refurbishment

Cllrs to receive information from architect regarding tenders received.

Public Conveniences – Solar Panels

Cllrs to receive updates on structural work

Allotments

Cllrs to receive update from Redrow solicitors.

Cllrs to consider next steps for allotment transfer.

Full Council Action Log

For Cllrs to note – *in meeting pack*

Appointment of MPC Representative on Marden Memorial Hall Committee

Cllrs to appoint a representative for Marden Memorial Hall.

Chairmen's Board

Cllrs to receive quotes and agree updating of MPC Chairmen's board

Employing a Planning Consultant

Cllrs to consider employing a planning consultant for the proposed development at Plain Road following the EFCM held on 26th May where this was raised by residents.

024/26 COMMITTEE REPORTS

Amenities Committee

Cllrs to note the Minutes of the Amenities Committee meeting held on 2nd June which had previously been circulated and were available on the Parish Council website.

[Meetings – Marden Parish Council](#)

Planning Committee

Cllrs to note the Minutes of Planning Committee meeting held on 26th May which had been previously circulated and available on the Parish Council website.

[Planning Committee Meeting – 26th May 2026 – Marden Parish Council](#)

Planning Application

26/501894/FULL – Turkey Farm House, Goudhurst Road, Marden

Erection of a double bay car port with storage bay and landscape alterations

[26/501894/FULL | Erection of a double bay car port with storage bay and landscape alterations. | Turkey Farm House Goudhurst Road Marden Kent TN12 9NP](#)

Finance Committee

No Finance meeting had been held in May.

[Meetings – Marden Parish Council](#)

Conferences/Meetings/Webinars/Other attended

Those in attendance to update the meeting on the following:

18th May – Age Friendly Parishes webinar

19th May – Cloudy IT webinar

19th May – HR webinar

26th May – KALC Area Committee AGM - Cancelled

30th May – Meet the Council at Marden Library

2nd June – HR Sub-Committee meeting

4th June – Community Forum

9th June – Play Inspection Training

Conferences/Meetings/Webinars/Events forthcoming

22nd June – Age Friendly Parishes meeting

24th June – Police Surgery

25th June – PPG AGM

29th June – Maidstone KALC Area Committee AGM

9th July – Road Safety Seminar (virtual)

10th July – Police Drop-In at Village Café (tbc)

20th to 31st July – Marden Summer Play Scheme

025/26 CORRESPONDENCE

Cllr to receive information on the Kent Downs Management Plan Review – consultation ends 19th July

[Kent Downs Management Plan Review 2026 - 2031 - Kent Downs](#)

Consultation link: [Kent Downs National Landscape Draft Management Plan | Let's Talk Kent](#)

Cllrs to receive the following items for noting:

Marden Parish Council Office Correspondence Log – May – *in meeting pack*

Marden Parish Church Magazine

KALC Newsletter

Clerk/Council publications

026/26 FINANCE

(A) Bank Statements:

The Clerk to provide details at the meeting.

(B) Accounts 2025/2026:

(B)(i) Statement of Internal Control

Cllrs to receive and agree statement previously circulated to Cllrs. Document to be signed by the Chairman and RFO.

(B)(ii) Internal Auditor Report

Cllrs to receive and note the end of year Final Report received from the Internal Auditor.

(B)(iii) Bank Reconciliation/Balance Sheet 31st March 2026

Cllrs to receive and accept the end of year bank reconciliation at 31st March 2026

Cllrs to receive and agree the end of year Balance Sheet as at 31st March 2026 - to be signed at the meeting.

(B)(iv) Annual Governance and Accountability Return (AGAR) 2025/2026

(B)(iv)(a) Section 1 – Annual Government Statement 2025/2026

The Clerk to read out the following statements to Cllrs:

(1) We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements;

(2) We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness;

(3) We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances;

(4) We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations;

(5) We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required;

(6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems;

(7) We took appropriate action on all matters raised in reports from internal and external audits;

(8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements:

(9) Trust funds including charitable. In our capacity as the sole management trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. *Not appropriate to Marden PC as not a sole managing trustee of a local trust(s).*

The Chairman and Clerk (RFO) to sign and record minute number.

(B)(iv)(b) Section 2 – Accounting Statements 2025/2026

The Clerk had completed Section 2 with figures from 2024/2025 and 2025/2026

accounts and circulated to Cllrs (also discussed at Finance Committee meeting).

Cllrs to confirm statements and the Chairman and Clerk (RFO) to sign and record minute number.

(C) Other Papers for External Auditor

Internal Auditor certificate

To receive and note the Internal Auditor's year-end AGAR certificate.

AGAR documentation:

To receive and note the additional documents to be sent to the External Auditor.

- i. Bank Reconciliation as at 31st March 2026
- ii. Statement of Variances – Year ending 31st March 2026
- iii. Explanation of differences between Box 7 and Box 8 on Annual Return
- iv. Explanation of Earmarked Reserves
- v. Contact Details of Parish Council Clerk and Chairman

vi. Declaration and Notice of Appointment of Exercise of Public Rights

vii. Assertions for Intermediate Audit

Grant Applications

Grant applications have been received from Paddock Wood Community Advice Centre and Heart of Kent Hospice

Cllrs to consider and agree if a donation is to be award.

Payments for Approval

Invoices for Payment

Invoices due for payment to be submitted to the meeting.

016/26 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan (HIP)

[MPC Highways Improvement Plan - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Speed Watch

Cllrs to note dates for future sessions.

Public Transport

Meeting papers can be found separately to the agenda at: [Full Council Meeting – 9th June 2026 – Marden Parish Council](#)

If you have any questions etc that you wish to ask regarding this meeting please contact the Clerk on 01622 832305 or email clerk@mardenkent-pc.gov.uk

Copies of agendas will be posted on the council's website, Facebook page and noticeboards or can be requested in advance by telephoning 01622 832305 or emailing clerk@mardenkent-pc.gov.uk

Full Council Meeting – 9th June 2026

Information:

Item 023/26:

Appointment of MPC Representative on Marden Memorial Hall Committee

Cllr Turner was MPC's representative appointed in May 2025. However, Cllr Turner was not at the APM this year so need to appoint either Cllr Turner again or another Cllr to stand.

Chairmen's Board

Agreed at a previous meeting to wait until the 2026 Chairman had been elected. This occurred at last month's meeting. Cllrs to receive updated quote and agree to proceed.

Employing a Planning Consultant

Residents asked at the EFCM on 26th May whether MPC would appoint a planning consultant to assist with the Plain Road planning application. Cllrs are asked to discuss and consider this request. No costings have yet been sought.

Item 024/26:

Turkey Farm Planning Application

Due to no planning committee meeting being held in time to consider this application it has been added for Full Council for Councillors to discuss and make recommendations.

Item 026/26:

Grant Applications

Details of the grant applications received will be sent confidentially to Cllrs prior to meeting.

All other finance papers will be circulated to Cllrs prior to the meeting.

Links for items on the agenda:

Meetings:

May Annual Parish Council Meeting – 12th May 2026

[Annual Parish Council Meeting – 12th May 2026 – Marden Parish Council](#)

Extra Ordinary Full Council Meeting – 19th May 2026

[Extra Ordinary Full Council Meeting \(EFCM\) – 19th May 2026 – Marden Parish Council](#)

Extra Ordinary Full Council Meeting – 26th May 2026

[Extra Ordinary Full Council Meeting \(EFCM\) – 26th May 2026 – Marden Parish Council](#)

Planning Committee Meeting – 26th May 2026

[Planning Committee Meeting – 26th May 2026 – Marden Parish Council](#)

Extra Ordinary Full Council Meeting – 2nd June 2026

[Extra Ordinary Full Council Meeting \(EFCM\) 2nd June 2025 – Marden Parish Council](#)

Amenities Committee Meeting – 2nd June 2026

[Amenities Committee Meeting – 2nd June 2026 – Marden Parish Council](#)

Turkey Farm Planning Application

[26/501894/FULL | Erection of a double bay car port with storage bay and landscape alterations. | Turkey Farm House Goudhurst Road Marden Kent TN12 9NP](#)

Kent Downs Management Plan Review Consultation

[Kent Downs Management Plan Review 2026 - 2031 - Kent Downs](#)

Consultation link: [Kent Downs National Landscape Draft Management Plan | Let's Talk Kent](#)

Clerk's Report – Full Council 9th June 2026

Meetings etc 10th June to 14th July 2026

16th June – Planning Committee Meeting @ 7.30pm Parish Office
18th June – Rude Mechanicals @ Southons Field
22nd June – Bowls Parking @ Southons Field
22nd June – Age Friendly Parishes Meeting – 2pm in Parish Office
23rd June – Amenities Committee Meeting (or EFCM) @ 7.30pm in Parish Office
24th June – Police Surgery @ Parish Office – 5pm to 6pm
25th June – PPG AGM @ Vestry Hall
28th June – Marden In Bloom Garden Safari – using Southons Field
30th June – Amenities Committee if EFCM held on 23rd June
1st July – Bowls Club parking
9th July – Road Safety Seminar (Virtual)

Correspondence Log

I will send this across asap.

Full Council Action Log

Action Log updated following May's meeting – available in the meeting pack and on the website. Cllrs to note any outstanding issues assigned to them.

Clerk's Outstanding Issues:

Public Conveniences – Solar Panels

Have chased solicitors for update – no confirmation received back yet as to when work can start.

MPC Website

Financial papers and recently planning applications uploaded. Still going through other documentation to be uploaded.

Play Scheme

Registration when live on Monday 1st June – almost fully booked but waiting for confirmation regarding grant for marquee and additional staff members to allow a few more spaces to become available.

Allotments

Email received from Redrow confirming that work will start shortly – responded to ask for detailed spec on work planned.

Awaiting Response From:

Solicitors – public conveniences

Redrow – allotment work

MBC – Asset of Community Value application for The Unicorn

Secretary of State – Open Space Byelaws

Katie Lam MP – response to letters regarding water/development and Southern Water

MBC Members Report from Cllr Claudine Russell

Dated: June 2026

Council

There were various water issues across the network during the hot spell. MBC Emergency teams worked with KCC emergency and resilience teams to try to keep communications timely however it doesn't seem to have been any different from the last time that there were water outages despite various attempts to write letters/have meetings etc.

MBC have yet to finalise how many houses will be needed in the next plan period but work on the new Local Plan has begun. It is thought that a further 8-10,000 houses will need to be placed across the borough and work on that is beginning along with a proposal to open a call for sites. I asked that the call for sites be more directed by policy and not so reactive and that the water company was brought into discussions at the earliest opportunity given the inability to supply.

I fear that the long awaited Gypsy and Traveller DPD will end up being nothing more than a damp squib. As councillors in the opposition we have been kept out of knowing the sites and have not had any opportunity to comment on site selection before the sites are made public in this weeks Planning and Healthier Stronger Communities PAC. I have heard that even with all of the new allocations it isn't enough and so we will remain in exactly the same status as we are in now but I await the detail in committee.

Ward Work

I have been working with all interested parties to try to get a temporary outreach post office provided to Yalding in the time that the post office will be closed without the new one having opened, the current postmaster gave the Post Office a whole years notice!

Various speculative planning applications are beginning to be submitted or are in pre-application stage and I am keeping a close eye on these as they move through the process.

Planning Enforcement seems to be taking longer than ever but I am continually chasing a number of cases across the ward.

As always, if you need my help, please do not hesitate to email me at claudinerussell@maidstone.gov.uk

Green Party Councillors' Report of **MAY 2026**, for Marden & Yalding Ward Parishes –

Although there were no elections in Maidstone this May, there was a bit of a hiatus on formal Council business this month, with the ritual Mayor-making Council (and Civic Parade) on Saturday morning 16th, and then the Planning Committee on 21st. Mike is no longer a member of the MBC Planning Committee, but he watched online a couple of deferred items from previous involvement; there was a lot of public attendance and concerns raised in the press over one item, where a 'No' vote became a 'Yes' after directions from the Chair and Senior Planners about potential Appeal costs

The new Mayor is Brian Clark, a long-time Loose resident and local LibDem Councillor; one of his first duties was to open the annual Duck Race on Loose Stream on a sweltering Bank Holiday Monday (one of Mike's grand-children won the last race, and now treasures her 'gold medal'!). The Deputy Mayor is Conservative Denis Spooner, from Bearsted (coincidentally, a grandad with Mike of two grandchildren, as his 2nd son and my 2nd daughter got married, long before either of us were elected)

We are still waiting to hear from Central Government about the future make-up of Kent for Local Government Reorganisation in 2028; a decision is expected in July, but recent government decisions on other Counties caused concern that what most Boroughs proposed may not occur... Maidstone could still be part of a West Kent grouping, but possibly also tied into Ashford & Folkestone!

The Council Leader (along with some other Boroughs) had also met with South East Water in April, regarding concerns about future supply and capacity constraints and MBC is asking for more clarity and specific details concerning a letter we had from SEW about supply planning for the next decade. The recent water outages in the May heatwave have only reinforced the need for answers/actions.

Grace met with the Interim Deputy Director for Policy and Strategy at the Association of Police and Crime Commissioners to continue discussions with charity 'This Ends Now' to reduce victim blaming language in police press releases.

Mike & Grace attended a Teams meeting with the 'River Medway Matters' group, bringing together council representatives which the Medway flows through, ensuring decisions are made collectively. MBC updated on Rights of Nature work and how this can help protect rivers; there is going to be a repeat of last year's 'Source to Sea' pilgrimage, and this will pass through the Ward on 21/22 July.

Updates for Newsletters/Sharing with Residents:

There is now a weekly Farmers' Market on Jubilee Square, by the Town Hall, every Saturday

Maidstone's 'Big Day Out' - Saturday 13th June - asking everyone to get out and enjoy our amazing parks and open spaces: www.bigdayout.info. This is also the Pride day - 'Maidstone's Big Gay Out'.

The Museum is holding a 'Regency Ball', celebrating Jane Austen on Saturday evening 27th June, which is the same date that a Caribbean food & drink festival happens in Mote Park.

Maidstone River Festival also returns on 25th July, with bands all day on Coronation Square.

There are to be 25th Anniversary celebrations this year for Whatman Millennium Park, and some initial publicity jaunts are being organised, including a free concert there on the afternoon of 18th July – a call has gone out for anyone involved originally (who donated their hand print) to attend.

Consultations:

A Pump Track Survey (for the Willington Street Park'n'Ride site) is now open to Borough residents here, until mid-June: <https://letstalkmaidstone.uk.engagementhq.com/pump-track-2026>

Not in our Ward, but close to Mike's heart (having lived there for two decades) is an update and enlargement of the boundary of the Loose Valley Conservation Area, open until mid-July: <https://letstalkmaidstone.uk.engagementhq.com/loose-conservation-management-plan>

Parish Matters –

Collier Street – Neither Grace nor Mike could attend last PC meeting, but we noted a new Councillor.

Hunton – The residents' consultation on The Square access/turnout has resulted in KCC agreeing to take some parking restrictions forward. The Annual Residents' meeting was well attended on 18th. We continue to await details of the proposed polytunnels along Lughorse Lane, by Clockhouse. The same company caused significant problems for West Street residents during one week, by delivering 12 new mobile homes to their Cheveney site without providing residents or Parish with any notice; residents were woken at 6am to move their parked cars to allow a very wide load to progress, and the next delivery was attempted at school pick-up time! A Road Closure barrier was also removed.

Marden – Mike & Claudine attended a Parish meeting with residents on 26th, about the speculative housing proposal for homes off Plain Road – we have all had several emails from residents on the issues; a decision to oppose it was taken by the PC on 26th, but details are to be finalised next week. A second residents meeting was also held on 19th May about the Copper Lane housing development (with the Developers presenting plans), the PlanAp for which is yet to be submitted in detail. Unfortunately the Green Homes Parish initiative, to be held at Marden Club on 17th, was postponed due to a lack of participants. Mike continues to visit residents at Stilebridge Caravan Park, on issues

Nettlestead – The Pelican Crossing is at 'funding stage' with KCC; it has appeared on a long list of projects for CIL (Community Infrastructure Levy) funds to be disbursed by MBC, which is needing Cabinet review and prioritisation. A further Planning application at Hempstead Lane has gone in.

Yalding – Grace has secured a meeting next week with the external affairs team at the Post Office to continue discussing suitable temporary outreach services after Tim & June retire next month. All Borough Councillors and Parish representatives will be in on the call on 4th June.

Borough Councillors Grace Couch & Mike Summersgill – 30th May 2026

Emails: michaelsummersgill@maidstone.gov.uk, gracecouch@maidstone.gov.uk

Full Council Meetings Action Log**ONGOING**

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A18	138/24	13th February 2024	Risk Assessments - review format (see A109)	Clerk	ONGOING: Continuing to be updated.	
A27	153/24		Review faint yellow lines in village	Cllrs	ONGOING: To report to the Clerk	
A105	125/25	10th December 2024	Update Word documents to meet new Accessibility regulations	Ali	ONGOING	
A109	136/25(F)	11th March 2025	Update Risk Assessments and upload to website	Ali	ONGOING	
A177	085/25	11th November 2025	Arrange further Speed Watch dates	Cllrs Rabot and Summersgill	ONGOING	

2024/2025

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A111	137/25(D)(e)	11th March 2025	Trial Sharepoint with a few Cllrs	Ali/Rachel		
A117	148/25(D)		Chase Southern Water	Ali	Chased April - September Mike Russell is now contact	

2025/26

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A150	046/25	12th August 2025	Write to Southern Water regarding the new pipework system at Bewl Water / flood risk assessment	Ali	Emailed Mike Russell 9/9/25	
A168	069/25	14th October 2025	Arrange meeting with Allotment Society	Ali / Cllr Rabot		
A171	074/25		Obtain quotes for wooden fingerposts	Ali / Admin Asst		
A172	080/25	11th November 2025	Invite PCSO to next Community Forum	Cllr Boswell		
A184	091/25		Apply for building Regs for public conv.	Cllr Turner		
A206	118/26	10th February 2026	Arrange meeting with MBC/KCC re asset transfers	Ali	Asset Transfer WG	
A208	118/26		Update Chairmen's board after May APCM	Ali		
A213	123/26	10th March 2026	Cllr Turner to view Business Stream account due to high invoice	Cllr Turner		
A230	142/26	14th April 2026	Cllr Rabot to liaise with Beat Officers for surgery dates	Cllr Rabot	ONGOING	
A234	142/26		Cllrs to look at GDPR training	Cllrs		
A235	142/26		Purchase equipment for Resilience Planning	Ali		

2026/27

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A236	005/26	12th May 2026	Redact Cllr addresses from Declaration of Interest forms	Ali	By 29th June	
A237	011/26		Update meeting dates on website and notice boards	Ali		
A238	011/26		Update ISP with new additions	Ali		
A238	016/26		Chase Kent Highways regarding signage to Sheephurst Lane river bridge and update on HIP issues	Ali		



MARDEN PARISH COUNCIL

STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31st MARCH 2026

1. SCOPE OF RESPONSIBILITY

Marden Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently, and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control is in place at the Council for the year ended 31st March 2026 and up to the date of approval of the annual report and accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviewed its obligations and objectives and approved budgets for the following year at its Finance meeting during the third quarter. Councillors, at this meeting, agreed the level of precept for the following financial year and this was put before Full Council at an Extraordinary Full Council meeting on 27th January 2026 for approval.

The Council has appointed a Finance Committee of Members who meet quarterly each year and monitor progress against objectives, financial systems and

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

Statement of Internal Control 2025-2026



procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings of the Finance Committee are reported to Full Council and approved at the next Finance Committee Meeting.

The Full Council has met monthly during the financial year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Finance Committee and the Parish Clerk.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Council for approval. Two Cllrs authorise payment for bank transfers with Unity Trust Bank with the Clerk inputting the relevant banking information. Three Members of the Council must authorise every cheque on the Nat West Account. Two signatories are required for release of funds from the CCLA Account (Santander account closed in November 2025 and funds transferred to CCLA)

Risk Assessments / Risk Management:

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls and Financial Regulations.

Internal Audit:

The Independent Internal Auditor for Marden Parish Council currently is Mulberry LAS. An interim audit was undertaken remotely in December 2025 and the end of year audit in June 2026 (Final report). A report is produced and provided to the Council on the adequacy of its:

- Records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit is reviewed annually.

External Audit:

The Council's External Auditors, Mazars, submit an annual Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Full Council;
- the Finance Committee;
- the Clerk to the Council / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;
- Mazars, the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor. Mazars issue an annual audit certificate;
- the number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review process.

Signed:

Cllr A Boswell
Chairman
Marden Parish Council

Alison Hooker
Clerk/RFO
Marden Parish Council

Dated: 9th June 2026

Dated: 9th June 2026