



PADDOCK WOOD TOWN COUNCIL
MEMBERS OF COMMITTEES and other bodies
2022/23

Chairman –
Vice Chairman –

1. PLANNING & ENVIRONMENT COMMITTEE (Quorum 50%)
Cllr T Bisdee
Cllr D Kent
Cllr A Mackie
Cllr R Moon
Cllr M Ridger
Cllr D Sargison
Cllr C Williams

2. ESTATES COMMITTEE (Quorum 50%)
Cllr H Atkins
Cllr R Atkins
Cllr T Bisdee
Cllr D Boyle
Cllr M Flashman
Cllr A Mackie
Cllr R Moon
Cllr D Sargison
Cllr R Turk

3. PERSONNEL COMMITTEE (Quorum 50%)
Cllr M Flashman
Cllr S Hamilton
Cllr R Moon
Cllr R Turk
Cllr C Williams

4. FINANCE COMMITTEE (Quorum 50%)
Cllr H Atkins
Cllr R Atkins
Cllr M Flashman
Cllr S Hamilton
Cllr R Moon
Cllr R Turk
Cllr C Williams

5. GOVERNANCE COMMITTEE (Quorum 50%)
Cllr H Atkins
Cllr R Atkins
Cllr T Bisdee
Cllr S Hamilton
Cllr D Kent

6. <u>OTHER BODIES</u>	<u>REPRESENTATIVES</u>
Allotments	
Medway Valley Line	Cllr D Sargison
Foal Hurst Wood Officers	
KALC	Cllr M Flashman, Chairman of Council
The Hop Pickers Line	Cllr R Moon, Cllr D Sargison
PW Business Association	Cllr M Flashman
Speedwatch	Cllr S Hamilton
Highways Improvement Plan?	
Bereko Link	Cllr R Moon
Neighbourhood Plan Steering Group	Cllrs M Flashman, Cllr M Ridger, Cllr C Williams, A Mackie
Community Centre Board	Chairman of Council, Chairman of P & E and Chairman of Estates
Youth Council	Cllr C Williams
Community Centre Working Group	Vice Chairman of Council, M Ridger, D Sargison Cllr R Moon, A Mackie
Putlands Liaison	Cllr Flashman
Royal British Legion	Cllr D Boyle
Climate Change Working party	Cllrs Bisdee, Hamilton, Kent, Moon

PADDOCK WOOD TOWN COUNCIL
2022/2023 DATES FOR MEETINGS OF COUNCIL AND COMMITTEES.

May-22

Planning and Environment	Tuesday 3rd May	at 7:30pm
Estates	Monday 9th May	at 7:30pm
Planning	Monday 16th May	at 7:15pm
Annual Meeting of the Town Council	Monday 16th May	at 7:30pm

June-22

Planning & Environment	Monday 6th June	at 7:30pm
Estates	Monday 13th June	at 7:45pm
Planning	Monday 20th June	at 7:00pm
Council	Monday 20th June	at 7.45 pm
Finance	<i>Wednesday 22nd June</i>	<i>at 7.45 pm</i>
Governance	Monday 27th June	at 7 pm
Personnel	Monday 27th June	at 7.15 pm
5 year plan working group	Monday 27th June	at 7.45pm

July-22

Planning & Environment	Monday 4th July	at 7:45pm
Estates	Monday 11th July	at 7:45pm
Planning	Monday 18th July	at 7 pm
Council	Monday 18th July	at 7:45pm

August-22

Planning & Environment	Monday 1st August	at 7:45pm
Governance	Monday 8th August	at 7:45pm
Planning	Monday 15th August	at 7 pm
Council	Monday 22nd August	at 7:45pm

September-22

Planning & Environment	Monday 5th September	at 7:45pm
Estates	Monday 12th September	at 7:45pm
Planning	Monday 19th September	at 7 pm
Council	Monday 19th September	at 7:45pm

October-22

Planning & Environment	Monday 3rd October	at 7:45pm
<i>5 Year Plan Working Group</i>	<i>Wednesday 5th October</i>	<i>at 7:45pm</i>
Estates	Monday 10th October	at 7:45pm
Planning	Monday 17th October	at 7 pm
Council	Monday 17th October	at 7:45pm
Governance	Monday 24th October	at 7:45pm

November-22

Planning & Environment	Monday 7th November	at 7:45pm
Personnel	Monday 14 November	at 6.45pm
Estates	Monday 14th November	at 7:45pm
Planning	Monday 21st November	at 7 pm
Council	Monday 21st November	at 7:45pm
Finance	Monday 28th November	at 7:45pm

December-22

Planning & Environment	Monday 5th December	at 7:45pm
Estates	Monday 12th December	at 7:45pm
Planning	Monday 19th December	at 7 pm
Council	Monday 19th December	at 7:45pm

January-23

Planning & Environment	* Tuesday 3rd January	at 7:45pm
Finance	Monday 9th January	at 7:45pm
Planning	Monday 16th January	at 7 pm
Council	Monday 16th January	at 7:45pm
<i>5 Year Plan Working Group</i>	<i>Wednesday 18th January</i>	<i>at 7:45pm</i>
Governance	Monday 23rd January	at 7:45pm

February-23

Planning & Environment	Monday 6th February	at 7:45pm
Estates	Monday 13th February	at 7:45pm
Planning	Monday 20th February	at 7 pm
Council	Monday 20th February	at 7:45pm

March-23

Planning & Environment	Monday 6th March	at 7:45pm
Estates	Monday 13th March	at 7:45pm
Planning	Monday 20th March	at 7 pm
Council	Monday 20th March	at 7:45pm
<i>5 Year Plan Working Group</i>	<i>Wednesday 22nd March</i>	<i>at 7:45pm</i>

April-23

Planning & Environment	Monday 3rd April	at 7:45pm
Annual Town Meeting**	Wednesday 5th April	at 7 pm
Estates	* Tuesday 11th April	at 7:45pm
Planning	Monday 17th April	at 7 pm
Council	Monday 17th April	at 7:45pm
Governance	Monday 24th April	at 7.45pm

* Meetings moved to Tuesday due to Bank Holidays

All meetings are subject to change in line with the latest Government guidelines.
 Dates and times are subject to change when required by other Council business

Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
935	28/03/2022		Current/Business Rese	299	Consultancy	Troy Planning	S	375.00	75.00	450.00
936	29/03/2022		Current/Business Rese	298	Putland subsidy	Tunbridge Wells Borough Co	S	4,963.55	992.71	5,956.26
937	31/03/2022		Current/Business Rese	DD	Bank charges	Unity bank	E	4.80		4.80
938	29/03/2022		Current/Business Rese	DD	fuel	Wex Retail Cards	S	81.68	16.33	98.01
939	28/03/2022		Current/Business Rese	DD	Waste collection	Veolia Environmental Service	S	92.34	18.47	110.81
940	28/03/2022		Current/Business Rese	DD	Waste collection	Veolia Environmental Service	S	12.08	2.42	14.50
941	28/03/2022		Current/Business Rese	DD	Waste collection	Veolia Environmental Service	S	61.56	12.31	73.87
942	28/03/2022		Current/Business Rese	DD	Electricity supply Day centre	Southern Electric	S	430.36	86.07	516.43
943	28/03/2022		Current/Business Rese	DD	Electricity supplies workshop	Southern Electric	S	102.30	5.11	107.41
944	28/03/2022		Current/Business Rese	DD	Electricity supplies elm tree	Southern Electric	S	93.44	4.67	98.11
945	28/03/2022		Current/Business Rese	DD	Electricity supplies Memorial	Southern Electric	S	31.00	1.55	32.55
946	28/03/2022		Current/Business Rese	DD	Electricity Podmore	Southern Electric	S	280.64	56.12	336.76
947	23/03/2022		Current/Business Rese	DD	Phone contract	O2	S	20.28	4.06	24.34
948	23/03/2022		Current/Business Rese	DD	Phone contract	O2	S	21.88	4.37	26.25
949	23/03/2022		Current/Business Rese	DD	Telephone bill	British Telecommunications L	S	84.11	16.82	100.93
950	31/03/2022		Current/Business Rese	DD	Bank charges	Unity bank	E	42.15		42.15
951	30/03/2022		Current/Business Rese	DD	Pension - fees	Aviva Life	Z	15.25		15.25
952	30/03/2022		Current/Business Rese	DD	Pension - fees	Aviva Life	Z	15.25		15.25
953	28/03/2022		Current/Business Rese	DD	Water rates Kent close	Castle Water	S	46.96	9.39	56.35
954	28/03/2022		Current/Business Rese	DD	Water rates Cemetery	Castle Water	S	4.17	0.83	5.00
955	28/03/2022		Current/Business Rese	DD	Water rates Ringden Allotment	Castle Water	S	95.56	19.11	114.67
956	28/03/2022		Current/Business Rese	DD	Water rates St Andrews	Castle Water	S	26.26	5.25	31.51
957	28/03/2022		Current/Business Rese	DD	Water rates Badsell Allotments	Castle Water	S	4.17	0.83	5.00
958	28/03/2022		Current/Business Rese	DD	Water rates Memorial	Castle Water	S	4.17	0.83	5.00
959	28/02/2022		Current/Business Rese	DD	Water rates Elm Tree	Castle Water	S	1.77	0.35	2.12
960	25/03/2022		Liquidity/Account	DD	Electricity St Andrews	Scottish Power	S	461.84	92.37	554.21
961	28/03/2022		Wages Imprest	BACS	Wages - Office	PWTC Wages Imprest Acc	E	5,667.71		5,667.71
962	28/03/2022		Wages Imprest	BACS HMRC	Tax NI Office	PWTC Wages Imprest Acc	E	2,442.62		2,442.62
963	28/03/2022		Wages Imprest	BACS Pen	Pension - office	PWTC Wages Imprest Acc	E	679.98		679.98
964	28/03/2022		Wages Imprest	BACS	Wages NP	PWTC Wages Imprest Acc	E	50.00		50.00
965	28/03/2022		Wages Imprest	BACS	Wages - Estates	PWTC Wages Imprest Acc	E	5,148.10		5,148.10
966	28/03/2022		Wages Imprest	BACS HMRC	Tax NI Estates	PWTC Wages Imprest Acc	E	1,637.39		1,637.39
967	28/03/2022		Wages Imprest	BACS Pen	Pension - Estates	PWTC Wages Imprest Acc	E	571.30		571.30
968	28/03/2022		Wages Imprest	BACS	Wages - Day centre	PWTC Wages Imprest Acc	E	210.67		210.67
969	28/03/2022		Wages Imprest	BACS HMRC	Tax NI - Day Centre	PWTC Wages Imprest Acc	E	52.80		52.80
970	28/03/2022		Wages Imprest	BACS	Wages - Cemetery	PWTC Wages Imprest Acc	E	630.00		630.00

Paddock Wood Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
971	28/03/2022		Wages Imprest	BACS	Wages - FHW	PWTC Wages Imprest Acc	E	98.97		98.97
972	28/03/2022		Wages Imprest	BACS	Wages - Memorial	PWTC Wages Imprest Acc	E	90.88		90.88
973	28/03/2022		Wages Imprest	BACS	fuel	PWTC Wages Imprest Acc	S	33.36	6.67	40.03
974	31/03/2022		Wages Imprest	BACS	Interest	Unity bank	E	0.01		0.01
975	31/03/2022		Wages Imprest	BACS	Bank charges	Unity bank	E	18.00		18.00
Total								24,704.36	1,431.64	26,136.00

Paddock Wood Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
273 Hire Charges	18/03/2022		Current/Business Rese	BACS	Hire of Day Centre	Superior Health	E	78.61		78.61
274 Hire Charges	02/03/2022		Current/Business Rese	BACS	Hire of Day Centre	Church of god ww Associatio	E	84.24		84.24
275 Elections	24/03/2022		Current/Business Rese	BACS	VAT Refund	Turnbridge Wells Borough Co	R		839.63	839.63
276 St Andrews Hall	29/03/2022		Current/Business Rese	BACS	Hire of St Andrews Hall	Scalliwags Nursery School	S	863.42	172.68	1,036.10
277 St Andrews Hall	29/03/2022		Current/Business Rese	BACS	Hire of St Andrews Hall	Scalliwags Nursery School	S	863.42	172.68	1,036.10
278 Rents	22/03/2022		Current/Business Rese	BACS	Allotment Fees	Wang	E	20.00		20.00
279 Rents	28/03/2022		Current/Business Rese	BACS	Allotment Fees	Hurley	E	10.00		10.00
280 Rents	28/03/2022		Current/Business Rese	BACS	Allotment Fees	Waller	E	10.00		10.00
281 Rents	28/03/2022		Current/Business Rese	BACS	Allotment Fees	Matthews	E	5.00		5.00
282 Rents	28/03/2022		Current/Business Rese	BACS	Allotment Fees	Trevillion	E	10.00		10.00
283 Rents	28/03/2022		Current/Business Rese	BACS	Allotment Fees	Metcalfe	E	30.00		30.00
284 Rents	28/03/2022		Current/Business Rese	BACS	Allotment Fees	Spicer	E	10.00		10.00
285 Rents	28/03/2022		Current/Business Rese	BACS	Allotment Fees	Marcos	E	10.00		10.00
286 Rents	28/03/2022		Current/Business Rese	BACS	Allotment Fees	Williamont	E	20.00		20.00
287 Rents	29/03/2022		Current/Business Rese	BACS	Allotment Fees	Chen	E	20.00		20.00
288 Rents	29/03/2022		Current/Business Rese	BACS	Allotment Fees	White	E	5.00		5.00
289 Rents	30/03/2022		Current/Business Rese	BACS	Allotment Fees	Brazier	E	20.00		20.00
290 Rents	30/03/2022		Current/Business Rese	BACS	Allotment Fees	JOANNE HALL	E	10.00		10.00
291 Rents	30/03/2022		Current/Business Rese	BACS	Allotment Fees	Butcher	E	20.00		20.00
292 Rents	30/03/2022		Current/Business Rese	BACS	Allotment Fees	Gray	E	20.00		20.00
293 Rents	31/03/2022		Current/Business Rese	BACS	Allotment Fees	Hoopar	E	20.00		20.00
294 Rents	31/03/2022		Current/Business Rese	BACS	Allotment Fees	Dunn	E	30.00		30.00
295 Rents	31/03/2022		Current/Business Rese	BACS	Allotment Fees	Punty	E	20.00		20.00
296 Rents	31/03/2022		Current/Business Rese	BACS	Allotment Fees	Young	E	25.00		25.00
297 Rents	31/03/2022		Current/Business Rese	BACS	Allotment Fees	Komianos	E	5.00		5.00
298 Bank Interest/Fees	31/03/2022		Liquidity Account	DD	Interest	Unity bank	E	1,063.26		1,063.26
299 Salaries	31/03/2022		Wages Imprest	BACS	Reversal of Voucher 282 (dout	PWTC Wages Imprest Acc	E	626.84		626.84
300 Bank Interest/Fees	27/01/2022		Cambridge Bank	BACS	Interest	Cambridge Bank	E	0.41		0.41
Total								3,900.20	1,184.99	5,085.19

PADDOCK WOOD COMMUNITY CENTRE

AGENDA ITEM C11

a) A meeting progress meeting was held on Friday 29th April 2022 with the Baxalls Team and the Town Council's Technical Project Manager, Paul Dalton, the Project Manger Jonathan White, and the Quantity Surveyor Jon Grose. The meeting was also attended by the Clerk and Cllr Ridger.

The contractors reported the following:

- All foundations to the main building have been excavated and concreted. Due to the ground water, the sequence of installation was revised, and the foundations were split into three bays. Whilst this was more time consuming and involved additional pumps visits, it alleviated the need for large scale pumping of ground water.

- Ground water was controlled locally and by casting in sections they were able to better control the potential collapse on the footings.

- The sub structure blockwork has been installed ready for the installation of the floor beams. They are currently awaiting a fixed date from Millbank (suppliers) who have moved the planned date by one week due to their work schedule.

- Materials which were thought to be asbestos were found at the rear of the site in the vicinity of the substation and pumping main. DDS Environmental have visited to remove the suspected material.

- works to line the foul sewer to the rear which were identified as damaged due to tree roots has commenced. They have been unable to line the pipe due to the pipe dipping considerably in the tree area. They have therefore looked at an alternative option to install a new section of pipe midline between the two trees. This has been discussed with the ecologist who has confirmed that this method is acceptable.

- Costs are being reviewed for this change to the planned works.

- Within the new car park, they have completed the reduce level dig and all works within the tree protection zones have been completed. The sub base build up has been installed and they are currently installing the attenuation drainage within this area.

- Foul and Storm water runs are being installed around the building.

- They are currently in discussion with SW regarding the application to connect to the rear of the site. The connection position has been moved following discussions with KCC highways who advised the connection in the middle of Maidstone Road would not be possible

- UKPN have not yet confirmed the route for the power supply

- Design details have been submitted to TWBC for approval

- Feasibility and costs for the cricket square had been received and were being reviewed

Kent Police has submitted their response to the Crime Prevention Measures document and have made several recommendations. A meeting has been arranged to discuss these recommendations on Thursday 12th May 2022. Members will be updated at the meeting.

b) Centre Name – The Board have recommended that a competition should be held to name the centre. This should be organised by the Working Party, who would be asked to create a short list. Once the short list has been drawn up the final decision could

i) be determined by the Council

OR

ii) put to a public vote.

Permission would also need to be sought from KCC to install a double-sided sign in the verge outside.

c) Minerva have been engaged to draw up the documents for the CLG to manage the centre. They have quoted £8,000 for the work. The fee was approved by the Board from the existing community centre cashflow. Dates for the meeting to progress this with members are being sought.

d) The Board Minutes have been published online, along with the regular power point update from the site manager. The PP update has been circulated to the Working Party Members and is displayed in the Town Council office windows.

NICHOLA REAY
Clerk to the Council
10th May 2022

ESTATES STAFF
AGENDA ITEM C15

In 2019 the Town Council budgeted to employ an additional member of staff. However, due to a number of circumstances over the last 2 ½ years this has not been progressed. The funding has remained in the budget. The Council employed a new Estates Manager in April 2022, and he has been reviewing the Estates Team's workload.

The Summer period is the busiest time for the Estates Team, and in the short term he has requested that a temporary member of staff be employed for gardening duties until the end of the summer. This will allow him to review the workload throughout the year and to assess what is required longer term. Subject to his final assessment a new permanent member of staff could be employed in spring 2023.

This was discussed at the Estates Meeting on 9th May and was agreed that this should be referred to Full Council for a decision.

Possible options

1. Employ a gardener on a fixed contract until the end of September 2022. The local hourly rate for gardeners varies between £9.50 & £12 hour according to local job websites. The Council will be responsible for all NI, pension, holiday, and sick pay. This is in line with what the Council has budgeted. There is currently a shortage of staff, and it may take some time to find an appropriate member of staff.
2. Employ a gardener through an agency. The agency will charge £19/hour, and will be responsible for all NI, pension holiday and sick pay. There would be no need to fix the contract and the Council would be able to terminate the agreement whenever it wishes within the Agency's Terms and Conditions. The agency approached have advised that they have staff available for the sort of work the council requires. Although employed through an agency they would be a member of the Estates Team and their work would be directed by the Estates Manager.
3. Employ a full-time member of staff within the budget allowed as previously agreed. This is likely to take approximately 2 months allowing for recruitment time and notice periods.

Recommendation:

That option 1 or 2 should be accepted to give the support required over the summer and allow the new Estates Manager time to assess the work requirement over a 12-month period.

NICHOLA REAY
Clerk to the Council
10th May 2022