

**DYNAMIC COUNCILLOR TRAINING**

Date	Venue	Time
Thursday 1 <sup>st</sup> June	Online SOLD OUT	6.30 – 9.30
Tuesday 6 <sup>th</sup> June	Faversham SOLD OUT	6.30 – 9.30
Thursday 15 <sup>th</sup> June	Online	6.30 – 9.30
Tuesday 20 <sup>th</sup> June	New Romney	6.30 – 9.30
Tuesday 27 <sup>th</sup> June	Sevenoaks	6 pm – 9 pm
Thursday 29 <sup>th</sup> June	Online	6.30 – 9.30
Thursday 13 <sup>th</sup> July 2023	Online	6.30 – 9.30
Thursday 27 <sup>th</sup> July	Online	6.30 – 9.30
Thursday 10 <sup>th</sup> August 2023	Online	6.30 – 9.30
Thursday 24 <sup>th</sup> August	Online	6.30 – 9.30
Thursday 7 <sup>th</sup> September	Online	6.30 – 9.30
Thursday 21 <sup>st</sup> September	Online	6.30 – 9.30
Thursday 5 <sup>th</sup> October	Online	6.30 – 9.30
Thursday 19 <sup>th</sup> October	Online	6.30 – 9.30
Thursday 2 <sup>nd</sup> November	Online	6.30 – 9.30

## GUIDANCE ON FILLING A VACANCY FOLLOWING AN ELECTION

### Notification

There is a legal requirement to declare when the vacancy will be filled. Proper notification is important and steps should be taken to ensure that all notices are posted on the same date. The co-option should take place within 35 days of the election.

The Town Council must fill the vacancy by co-option. The Town Clerk will notify the Returning Officer in writing the procedure being followed.

In filling a vacancy by co-option, the Town Council is not obliged to consider the claims of candidates who were unsuccessful at a previous election.

The Town Clerk will publish a notice advising residents of the vacancy and inviting applications for co-option and the closing date for applications which should be within 35 days of the election

Three weeks will be allowed for advertising and applications to be received. Candidates will be invited to submit, to the clerk, a brief outline of their skills and reasons why they wish to be co-opted. Based on KALC guidance Paddock Wood Town Council has devised a document stating the required and desired skills to be a councillor in Paddock Wood.

Copies of the applications will be forwarded to all members and candidates will be invited to attend the next available council meeting which may be specifically called for this purpose if there are a large number of vacancies for the post/s.

Each candidate will be allocated 15 minutes to address members. Pre-set questions will be asked of all candidates devised by the Chairman and Vice Chairman incorporating suggestions made by other Councillors. The pre-set-questions will be asked by the Chairman, who if time permits will invite fellow Councillors to ask supplementary questions based on the answers provided by candidates.

This part of the meeting should be closed to the public and candidates will speak with members individually. Any debate on the candidate should also be in closed session. A resolution will need to be passed to this effect.

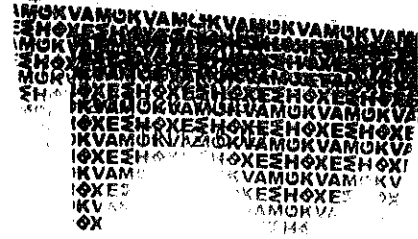
The meeting will be re-opened to the public prior to voting.

Voting will be by ballot paper. If there are multiple seats to be filled each seat must be dealt with individually.

The successful candidate must receive an absolute majority of the votes cast. If there is more than one candidate for a vacancy, and no candidate receives a majority of the votes cast, the candidate with the least number of votes should be taken off the list of candidates and the vote taken again.

This procedure should be repeated until an absolute majority is obtained for a particular candidate. In calculating the majority abstentions should not be included.

If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single resolution of the Council.



Mrs Nichola Reay  
Town Clerk  
Paddock Wood Town Council

Dear Nichola

Thank you very much for sending me the information.

May I confirm that I wish to be considered for the vacancy and return as a Member of Paddock Wood Town Council.

As you are aware I was a member of the Council for many years continuously and former Chairman of the Council. I live in the town and, as many know, have a particular interest in preserving its heritage as well as representing the community of Paddock Wood.

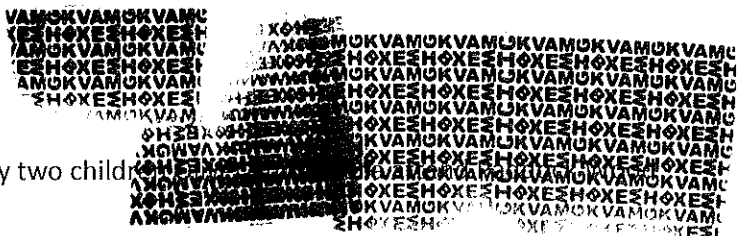
I have kept this statement brief as being the serving KCC member for this Division I am fairly well known to residents and Cllrs. However, if you or your Cllrs require further detail please let know.

With many thanks and best regards

Sarah

Sarah Hamilton





My name is David Dray

I have lived in Paddock Wood for 6 Years, my two children attend  
Primary Academy.

My son attends the local Scouts, he worked his way up from beavers, has attended the local Church and has a good outgoing life. I care a lot about the community, reducing crime, as well as encouraging local school wildlife projects.

I feel strongly that Paddock Wood needs a large play park to consist of learning equipment, and obstacle course. I regularly go for walks to the wildlife pond in putlands field, and talk to local residents about how nice this pond is for the children to look at fish, frogs, and Moorhead, but the pathways are crumbling into the pond, the timber around the pond is dangerous and local residents would like a bench to sit and enjoy this relaxing place. Also reducing cars parked in high street on double yellow lines.

My aim is to become a councillor for working for paddock wood residents, to listen to them and make paddock wood a place of safety for our children. I stood for election in the main elections in May but just missed out on enough votes, so I would like to be co-opted to fulfil my aims and ensure that Paddock wood is a great place to live.

Kind Regards

David Dray

Paddock Wood



**PADDOCK WOOD TOWN COUNCIL**  
**MEMBERS OF COMMITTEES and other bodies**  
**2023/24**

Chairman – Cllr H Atkins  
Vice Chairman – Cllr D Kent

1. PLANNING & ENVIRONMENT COMMITTEE (Quorum 50%)  
Cllr D Kent  
Cllr N Maari  
Cllr A Mackie  
Cllr D Sargison  
Cllr C Williams (Chairman)
2. ESTATES COMMITTEE (Quorum 50%)  
Cllr H Atkins  
Cllr R Atkins (Chairman)  
Cllr A Mackie  
Cllr D Kent  
Cllr T Mobbs  
Cllr R Moon  
Cllr D Sargison  
Cllr J Thompson (Vice Chairman)
3. PERSONNEL COMMITTEE (Quorum 50%)  
Cllr N Maari (Vice Chairman)  
Cllr M Munday  
Cllr R Moon  
Cllr C Williams (Chairman)
4. FINANCE COMMITTEE (Quorum 50%)  
Cllr H Atkins (Chairman)  
Cllr R Atkins  
Cllr M Munday  
Cllr N Maari  
Cllr T Mobbs  
Cllr R Moon  
Cllr J Thompson  
Cllr C Williams
5. GOVERNANCE COMMITTEE (Quorum 50%)  
Cllr R Atkins  
Cllr T Mobbs

6. <u>OTHER BODIES</u>	<u>REPRESENTATIVES</u>
Allotments	VACANT
Medway Valley Line	Cllr D Sargison
Foal Hurst Wood Officers	Cllr R. Moon
KALC	Cllr H Atkins
The Hop Pickers Line	Cllrs R Moon, D Sargison
PW Business Association	Cllr H Atkins
Speedwatch	Not currently Active
Highways Improvement Plan	Cllrs R. Atkins, A Mackie, M Munday
Bereko Link	Cllr R Moon
Youth Council	Cllr T. Mobbs, C Williams
Putlands Liaison	Cllrs M Munday, C Williams
Climate Change Working Group	Cllrs N Maari, J Thompson
Community Centre Liaison	Cllr A. Mackie, M Munday
Friends of Community Centre	TBA

Agenda item C28(a)

**Paddock Wood Town Council**  
**RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
82 Rents	11/04/2023		Current/Business Res		Allotment Rents	Leung Him Woon	Z	20.00		20.00
83 Rents	02/05/2023		Current/Business Res	BACS	Allotment Rents	Norvilene	E	40.00		40.00
84 Rents	05/05/2023		Current/Business Res	BACS	Allotment Rents	Allotments	E	10.00		10.00
85 Rents	09/05/2023		Current/Business Res	BACS	Allotment Rents	Allotments	E	20.00		20.00
86 Rents	09/05/2023		Current/Business Res	BACS	Allotment Rents	Allotments	E	20.00		20.00
87 Rents	09/05/2023		Current/Business Res	BACS	Allotment Rents	Allotment	E	20.00		20.00
88 Hire Charges	02/05/2023		Current/Business Res	BACS	Hire of Day Centre	PW Labour Party	E	19.30		19.30
89 Hire Charges	02/05/2023		Current/Business Res	BACS	double entry	PW Labour Party	E			
90 Sec 106 funds	05/05/2023		Current/Business Res	BACS	S106 - Sports Pitch Contributic	Turnbridge Wells Borough Co	Z	151,757.56		151,757.56
91 Workshop - Alarm	05/05/2023		Current/Business Res	BACS	refund	British Telecommunications L	S	3.79	0.76	4.55
92 Hire Charges	05/05/2023		Current/Business Res	275	Hire of Day Centre	Paddock Wood Flower Club	E	38.60		38.60
92 Hire Charges	05/05/2023		Current/Business Res	275	Hire of Day Centre	Paddock Wood Flower Club	E	38.60		38.60
93 Memorial Fees	05/05/2023		Current/Business Res	275	Memorial fee	Elizabeth Hooper	E	60.00		60.00
94 Memorial Fees	05/05/2023		Current/Business Res	275	Memorial fee	SEARS	E	120.00		120.00
95 Cemetary Admin Fees	05/05/2023		Current/Business Res	275	Transfer of grant of right	Elizabeth Hooper	E	58.00		58.00
96 Rents	16/05/2023		Current/Business Res	BACS	Allotment Rents	Allotment	E	10.00		10.00
97 Rents	22/05/2023		Current/Business Res	BACS	Allotment Rents	Allotments	E	7.20		7.20
98 Rents	22/05/2023		Current/Business Res	BACS	Allotment Rents	Allotment	E	60.00		60.00
99 Rents	22/05/2023		Current/Business Res	BACS	Allotment Rents	Allotment	E	10.00		10.00
100 Rents	12/05/2023		Current/Business Res	282	Allotment Rents	Allotment	E	10.00		10.00
101 Rents	12/05/2023		Current/Business Res	282	Allotment Rents	Allotment	E	5.00		5.00
102 Rents	12/05/2023		Current/Business Res	282	Allotment Rents	Allotment	E	10.00		10.00
103 Rents	12/05/2023		Current/Business Res	282	Allotment Rents	Allotment	E	20.00		20.00
104 Rents	12/05/2023		Current/Business Res	282	Allotment Rents	Allotment	E	10.00		10.00
105 Rents	12/05/2023		Current/Business Res	282	Allotment Rents	Allotment	E	10.00		10.00
106 Rents	12/05/2023		Current/Business Res	282	Allotment Rents	Allotment	E	10.00		10.00
107 Putlands	17/05/2023		Current/Business Res	BACS	Hire of Pitches	Kane	E	10.00	12.74	76.42
108 Hire Charges	17/05/2023		Current/Business Res	BACS	Hire of Day Centre	Church of god ww Associatio	E	28.95		28.95
108 Hire Charges	17/05/2023		Current/Business Res	BACS	Hire of Day Centre	Church of god ww Associatio	E	28.95		28.95
109 Green Lane Pitches	17/05/2023		Current/Business Res	BACS	Hire of Pitches	Wood Lane	S	63.68	12.74	76.42
110 Memorial Pitches	17/05/2023		Current/Business Res	BACS	Hire of Pitches	Insulators	S	50.73	10.15	60.88
110 Memorial Pitches	17/05/2023		Current/Business Res	BACS	Hire of Pitches	Insulators	S	50.73	10.15	60.88
110 Memorial Pitches	17/05/2023		Current/Business Res	BACS	Hire of Pitches	Insulators	S	50.73	10.15	60.88



## Paddock Wood Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
110	17/05/2023		Current/Business Res#	BACS	Hire of Pitches	Insulators	S	50.73	10.15	60.88
110	17/05/2023		Current/Business Res#	BACS	Hire of Pitches	Insulators	S	50.73	10.15	60.88
111	17/05/2023		Current/Business Res#	BACS	Hire of Pitches	Insulators	S	50.73	10.15	60.88
111	17/05/2023		Current/Business Res#	BACS	Hire of Pitches	Insulators	S	50.73	10.15	60.88
111	17/05/2023		Current/Business Res#	BACS	Hire of Pitches	Insulators	S	50.73	10.15	60.88
112	17/05/2023		Current/Business Res#	BACS	Hire of Day Centre	Church of god ww Associatio	E	28.95		28.95
112	17/05/2023		Current/Business Res#	BACS	Hire of Day Centre	Church of god ww Associatio	E	28.95		28.95
113	18/05/2023		Current/Business Res#	201	Memorial fee	SEARS	E	240.00		240.00
114	18/05/2023		Current/Business Res#	201	Allotment Rents	Allotment	E	20.00		20.00
115	17/05/2023		Current/Business Res#	BACS	Hire of Day Centre	Tunbridge Wells Borough Co	E	224.48		224.48
116	24/05/2023		Current/Business Res#	283	Allotment Rents	Allotment	E	20.00		20.00
117	26/05/2023		Current/Business Res#	BACS	Hire of Day Centre	Sunday Spiritualists	E	24.13		24.13
117	26/05/2023		Current/Business Res#	BACS	Hire of Day Centre	Sunday Spiritualists	E	24.13		24.13
117	26/05/2023		Current/Business Res#	BACS	Hire of Day Centre	Sunday Spiritualists	E	24.13		24.13
118	26/05/2023		Current/Business Res#	BACS	Hire of St Andrews Hall	Scalliwags Nursery School	S	890.19	178.03	1,068.22
119	30/05/2023		Current/Business Res#	BACS	Hire of Day Centre	Yoga with Anita	E	14.47		14.47
119	30/05/2023		Current/Business Res#	BACS	Hire of Day Centre	Yoga with Anita	E	14.47		14.47
119	30/05/2023		Current/Business Res#	BACS	Hire of Day Centre	Yoga with Anita	E	14.47		14.47
119	30/05/2023		Current/Business Res#	BACS	Hire of Day Centre	Yoga with Anita	E	14.47		14.47
120	30/05/2023		Current/Business Res#	BACS	Hire of Day Centre	Yoga with Anita	E	26.54		26.54
120	30/05/2023		Current/Business Res#	BACS	Hire of Day Centre	Yoga with Anita	E	12.06		12.06
<b>Total</b>								<b>154,600.59</b>	<b>285.47</b>	<b>154,886.06</b>

Agenda Item 1.20 (v)

12 June 2023 (2023-2024)

**Paddock Wood Town Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
48 Salaries	28/04/2023		Current/Business Rese	DD	Pension - fees	Aviva Life	Z	15.25		15.25
48 Salaries	28/04/2023		Current/Business Rese	DD	Pension - fees	Aviva Life	Z	15.25		15.25
49 Professional fees	03/05/2023		Current/Business Rese	DD	HR Services	Croner	S	181.96	36.40	218.36
49 Professional fees	03/05/2023		Current/Business Rese	DD	HR Services	Croner	Z	10.72		10.72
50 Electricity	04/05/2023		Current/Business Rese	DD	Electrical supplies	SSE	S	390.42	78.08	468.50
50 Elm Tree - Electricity	04/05/2023		Current/Business Rese	DD	Electrical supplies	SSE	L	91.86	4.59	96.45
50 Workshop - Electricity	04/05/2023		Current/Business Rese	DD	Electrical supplies	SSE	S	992.36	198.47	1,190.83
50 Memorial - Electricity	04/05/2023		Current/Business Rese	DD	Electrical supplies	SSE	L	18.33	0.91	19.24
50 Podmore - Electricity	04/05/2023		Current/Business Rese	DD	Electrical supplies	SSE	S	305.54	61.10	366.64
51 Fuel	09/05/2023		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	12.00	2.40	14.40
52 CC Utilities	09/05/2023		Current/Business Rese	DD	Electricity - Community Centre	SSE	S	561.56	112.31	673.87
52 CC Utilities	09/05/2023		Current/Business Rese	DD	Electricity - Community Centre	SSE	S	2,380.47	476.09	2,856.56
53 CC General Expenses	05/05/2023		Current/Business Rese	24	stationery	Viking Direct	S	33.29	6.66	39.95
54 CC General Expenses	05/05/2023		Current/Business Rese	25	stationery	Viking Direct	S	130.22	26.04	156.26
54 Office Equipment	05/05/2023		Current/Business Rese	25	stationery	Viking Direct	S	24.99	5.00	29.99
54 Postage and Stationery	05/05/2023		Current/Business Rese	25	stationery	Viking Direct	S	93.34	18.67	112.01
55 Street Furniture	05/05/2023		Current/Business Rese	26	Bench	Wealden Benches	S	389.56	77.91	467.47
55 Coronation	05/05/2023		Current/Business Rese	26	Bench	Wealden Benches	S	564.56	112.92	677.48
56 Rates/Utility Fees	05/05/2023		Current/Business Rese	27	Rates - Cemetery	Tunbridge Wells Borough C	E	2,043.40		2,043.40
57 Green Lane Pavilion	05/05/2023		Current/Business Rese	28	Rates - Green Lane	Tunbridge Wells Borough C	E	2,395.20		2,395.20
58 Podmore Building Maintenance	05/05/2023		Current/Business Rese	29	Rates - Podmore	Tunbridge Wells Borough C	E	798.40		798.40
58 St Andrews Hall - Rates	05/05/2023		Current/Business Rese	29	Rates - Podmore	Tunbridge Wells Borough C	E	798.40		798.40
59 Business Rates	05/05/2023		Current/Business Rese	30	Rates - Day Centre	Tunbridge Wells Borough C	E	1,388.47		1,388.47
60 Putlands	05/05/2023		Current/Business Rese	31	Putland subsidy	Tunbridge Wells Borough C	S	5,338.26	1,067.65	6,405.91
61 Management fee	05/05/2023		Current/Business Rese	32	Public Toilets	Tunbridge Wells Borough C	S	7,000.00	1,400.00	8,400.00
62 van hire	05/05/2023		Current/Business Rese	33	Van rental	Ton Hire	S	363.72	72.74	436.46
63 software/licenses	05/05/2023		Current/Business Rese	34	Microsoft licences	Syncar	S	108.50	21.70	130.20
64 Security Company FHW	05/05/2023		Current/Business Rese	35	security	Prestige Guarding	S	346.50	69.30	415.80
64 Security St Andrews	05/05/2023		Current/Business Rese	35	security	Prestige Guarding	S	346.50	69.30	415.80
64 Security company - Memoria	05/05/2023		Current/Business Rese	35	security	Prestige Guarding	S	346.50	69.30	415.80
65 materials (Estates)	05/05/2023		Current/Business Rese	36	Estates supplies	Origin Amenity Solutions	S	639.00	127.80	766.80
65 materials (Estates)	05/05/2023		Current/Business Rese	36	Estates supplies	Origin Amenity Solutions	Z	77.40		77.40
66 materials (Estates)	05/05/2023		Current/Business Rese	37	Estates supplies	KCS	S	319.85	63.97	383.82
67 Rents	05/05/2023		Current/Business Rese	38	refund	Allotment	Z	12.50		12.50

**Paddock Wood Town Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
68	05/05/2023		Current/Business Res#	39	Wildflower Meadow	Capel Ground Care	S	3,700.00	740.00	4,440.00
69	05/05/2023		Current/Business Res#	40	Gang Mowing	Capel Ground Care	S	121.55	24.31	145.86
69	05/05/2023		Current/Business Res#	40	Gang Mowing	Capel Ground Care	S	121.55	24.31	145.86
69	05/05/2023		Current/Business Res#	40	Gang Mowing	Capel Ground Care	S	121.55	24.31	145.86
69	05/05/2023		Current/Business Res#	40	Gang Mowing	Capel Ground Care	S	121.55	24.31	145.86
69	05/05/2023		Current/Business Res#	40	Gang Mowing	Capel Ground Care	S	121.55	24.31	145.86
70	05/05/2023		Current/Business Res#	41	Water rates - Green Lane	Business Stream	Z	14.61		14.61
71	05/05/2023		Current/Business Res#	42	Water rates - Podmore	Business Stream	Z	70.64		70.64
72	10/05/2023		Current/Business Res#	CREDITCARD	Bank charges	Lloyds Bank	E	6.00		6.00
73	10/05/2023		Current/Business Res#	CREDITCARD	Bank charges	Lloyds Bank	E	6.00		6.00
74	10/05/2023		Current/Business Res#	CREDITCARD	Bank charges	Lloyds Bank	E	6.00		6.00
75	10/05/2023		Current/Business Res#	CREDITCARD	refund - First Aid Training	British Red Cross	S	-165.00	-33.00	-198.00
76	10/05/2023		Current/Business Res#	CREDITCARD	software	zoom	S	9.99	2.00	11.99
77	10/05/2023		Current/Business Res#	CREDITCARD	Printer Ink	HP	S	2.49	0.50	2.99
78	10/05/2023		Current/Business Res#	CREDITCARD	Printer Ink	HP	S	3.32	0.67	3.99
79	10/05/2023		Current/Business Res#	CREDITCARD	fuel	Paddock Wood Garage	S	68.24	13.65	81.89
80	10/05/2023		Current/Business Res#	CREDITCARD	Annual subscription	Institute of Horticulture	E	123.00		123.00
81	10/05/2023		Current/Business Res#	CREDITCARD	Estates tools	Spaldings	S	132.90	26.58	159.48
82	10/05/2023		Current/Business Res#	CREDITCARD	Estates tools	Screwfix	S	87.20	17.46	104.66
83	10/05/2023		Current/Business Res#	CREDITCARD	Estates Materials	B&Q	S	11.67	2.33	14.00
84	10/05/2023		Current/Business Res#	CREDITCARD	Land Registry Searches	Land Registry	E	27.00		27.00
85	10/05/2023		Current/Business Res#	CREDITCARD	Public Liability Insurance	Simply Business	E	303.17		303.17
86	10/05/2023		Current/Business Res#	CREDITCARD	clocks	Argos	S	90.00	18.00	108.00
87	10/05/2023		Current/Business Res#	CREDITCARD	labels	Amazon N Reay	S	29.12	5.81	34.93
88	10/05/2023		Current/Business Res#	CREDITCARD	Security Post Keys	Rhino Security	S	76.67	15.33	92.00
89	10/05/2023		Current/Business Res#	CREDITCARD	First Aid Kits	Amazon N Reay	S	9.59	1.92	11.51
89	10/05/2023		Current/Business Res#	CREDITCARD	First Aid Kits	Amazon N Reay	S	4.45	0.89	5.34
90	22/05/2023		Current/Business Res#	43	Toilet Fixtures & Fittings	Caxton Supplies	S	342.40	68.48	410.88
91	22/05/2023		Current/Business Res#	44	CC Chairs	Eden Projects	S	13,326.80	2,665.36	15,992.16
92	22/05/2023		Current/Business Res#	45	CC Tables	CK Office Furniture	S	5,091.05	1,018.21	6,109.26
93	22/05/2023		Current/Business Res#	46	Facilities Management Contrac	Baxall	S	4,520.85	904.17	5,425.02
94	22/05/2023		Current/Business Res#	47	Drainage Repairs	Baxall	S	6,465.00	1,293.00	7,758.00
95	22/05/2023		Current/Business Res#	48	Alarm Repairs	Spy alarms	S	45.00	9.00	54.00
96	22/05/2023		Current/Business Res#	49	Coronation Mugs	Home & Hobby (House of P	S	3,890.50	778.10	4,668.60
97	22/05/2023		Current/Business Res#	50	Cleaning public toilets & windc	F & C Cleaning	S	50.75	10.15	60.90

## Paddock Wood Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
98 Members allowances	22/05/2023		Current/Business Rese	51	Training - J Thompson	Kent Association of Local Col	S	60.00	12.00	72.00
99 Telephones	22/05/2023		Current/Business Rese	52	Mobile Phone Contract	Active digital	S	13.00	2.60	15.60
99 Workshop - Telephones	22/05/2023		Current/Business Rese	52	Mobile Phone Contract	Active digital	S	13.00	2.60	15.60
100 software/licenses	16/05/2023		Current/Business Rese	DD	Payroll ~Services	Sage Payroll	S	36.50	7.30	43.80
101 CC Utilities	17/05/2023		Current/Business Rese	DD	Cloud Phone & Broadband	British Telecommunications L	S	57.12	11.42	68.54
102 Telephones	17/05/2023		Current/Business Rese	DD	Phone & Broadband	British Telecommunications L	S	140.85	28.17	169.02
103 Telephones	23/05/2023		Current/Business Rese	DD	Cloud Phone	British Telecommunications L	S	100.01	20.00	120.01
104 Fuel	23/05/2023		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	51.51	10.30	61.81
105 CC Equipment - Capital	26/05/2023		Current/Business Rese	53	Filing Cabinet	C Williams - CK Office Furnit	S	50.00	10.00	60.00
106 CC Equipment - Capital	26/05/2023		Current/Business Rese	54	Crockery	M Flashman - IKEA	S	362.49	72.51	435.00
107 CC Equipment - Capital	26/05/2023		Current/Business Rese	55	Utensils & Chopping Boards	M Flashman - Amazon	S	24.98	5.00	29.98
108 CC Equipment - Capital	26/05/2023		Current/Business Rese	56	Postbox	M Flashman - Screwfix	S	20.82	4.17	24.99
109 CC General Expenses	26/05/2023		Current/Business Rese	57	stationery	Viking Direct	S	37.94	7.59	45.53
109 Postage and Stationery	26/05/2023		Current/Business Rese	57	stationery	Viking Direct	S	22.04	4.41	26.45
110 van hire	26/05/2023		Current/Business Rese	58	Van rental	Ton Hire	S	363.72	72.74	436.46
111 Grants to outside bodies	26/05/2023		Current/Business Rese	59	Grant - PW Lions	Paddock Wood and District L	E	500.00		500.00
112 Community Advice Centre	26/05/2023		Current/Business Rese	60	Grant - PWCAC	PW COMMUNITY ADVICE CE	E	6,000.00		6,000.00
113 Hanging Baskets	26/05/2023		Current/Business Rese	61	Hanging Basket licence	Kent County Council	E	37.00		37.00
114 Members allowances	26/05/2023		Current/Business Rese	62	Training - M Munday	Kent Association of Local Col	S	50.00	10.00	60.00
115 Members allowances	26/05/2023		Current/Business Rese	63	Training - N Maari	Kent Association of Local Col	S	50.00	10.00	60.00
116 Members allowances	26/05/2023		Current/Business Rese	64	Training - C Williams	Kent Association of Local Col	S	50.00	10.00	60.00
117 Members allowances	26/05/2023		Current/Business Rese	65	Training - A Mackie	Kent Association of Local Col	S	50.00	10.00	60.00
118 Telephones	25/05/2023		Current/Business Rese	DD	Phone & Broadband	British Telecommunications L	S	300.26	60.05	360.31
119 Workshop - Telephones	26/05/2023		Current/Business Rese	DD	Phone line	British Telecommunications L	S	75.78	15.16	90.94
120 Professional fees	30/05/2023		Current/Business Rese	DD	HR Services	Croner	S	176.76	35.35	212.11
120 Professional fees	30/05/2023		Current/Business Rese	DD	HR Services	Croner	Z	10.55		10.55
121 Telephones	30/05/2023		Current/Business Rese	DD	Broadband - Office	British Telecommunications L	S	125.85	25.17	151.02
122 Rates/Utility Fees	30/05/2023		Current/Business Rese	DD	Water rates - Cemetery	Castle Water	S	6.59	1.32	7.91
123 St. Andrews Hall - Rates	30/05/2023		Current/Business Rese	DD	Water rates - St Andrews	Castle Water	S	32.82	6.56	39.38
124 Elm Tree Pavilion	30/05/2023		Current/Business Rese	DD	Water rates - Elm Tree	Castle Water	S	9.00	1.80	10.80
125 Water Rates	30/05/2023		Current/Business Rese	DD	Water Rates - Ringden Allotme	Castle Water	S	4.17	0.83	5.00
126 Memorial Pitches	30/05/2023		Current/Business Rese	DD	Water rates - Memorial	Castle Water	S	11.72	2.34	14.06
127 Water Rates	30/05/2023		Current/Business Rese	DD	Water Rates - Kent Close	Castle Water	S	13.23	2.65	15.88
128 Water Rates	30/05/2023		Current/Business Rese	DD	Water rates - Badsell Allotmen	Castle Water	S	4.76	0.95	5.71
129 Podmore Building Maintenance	30/05/2023		Current/Business Rese	DD	Water rates - Podmore	Castle Water	S	4.17	0.83	5.00

**Paddock Wood Town Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
130	30/05/2023		Current/Business Res	DD	Water rates - Green Lane	Castle Water	S	4.17	0.83	5.00
131	30/05/2023		Current/Business Res	DD	Water rates - Green Lane	Castle Water	S	4.17	0.83	5.00
132	30/05/2023		Current/Business Res	DD	Waste collection	Veolia Environmental Service	S	140.34	28.07	168.41
132	30/05/2023		Current/Business Res	DD	Waste collection	Veolia Environmental Service	S	13.90	2.78	16.68
132	30/05/2023		Current/Business Res	DD	Waste collection	Veolia Environmental Service	S	85.24	17.05	102.29
133	31/05/2023		Current/Business Res	DD	Pension - fees	Aviva Life	Z	15.25		15.25
133	31/05/2023		Current/Business Res	DD	Pension - fees	Aviva Life	Z	15.25		15.25
134	26/05/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	5,321.18		5,321.18
134	26/05/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	5,077.47		5,077.47
134	26/05/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	630.00		630.00
134	26/05/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	102.97		102.97
134	26/05/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	263.49		263.49
134	26/05/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	94.55		94.55
134	26/05/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	50.00		50.00
134	26/05/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	102.97		102.97
134	26/05/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	E	1,975.72		1,975.72
135	26/05/2023		Wages Imprest	BACS - Student Loan	Student Loan	PWTC Wages Imprest Acc	E	59.00		59.00
136	26/05/2023		Wages Imprest	HMRC BACS	Tax/NI	PWTC Wages Imprest Acc	E	610.64		610.64
136	26/05/2023		Wages Imprest	HMRC BACS	Tax/NI	PWTC Wages Imprest Acc	E	54.80		54.80
136	26/05/2023		Wages Imprest	HMRC BACS	Tax/NI	PWTC Wages Imprest Acc	E	1,966.18		1,966.18
136	26/05/2023		Wages Imprest	HMRC BACS	Tax/NI	PWTC Wages Imprest Acc	E	2,054.57		2,054.57
137	26/05/2023		Wages Imprest	Pension BACS	Pension	PWTC Wages Imprest Acc	E	651.09		651.09
137	26/05/2023		Wages Imprest	Pension BACS	Pension	PWTC Wages Imprest Acc	E	597.69		597.69
137	26/05/2023		Wages Imprest	Pension BACS	Pension	PWTC Wages Imprest Acc	E	213.84		213.84
<b>Total</b>								<b>96,462.56</b>	<b>12,372.85</b>	<b>108,835.41</b>

### Grant Application Form.

Please complete this form and attach any other relevant information and send to Paddock Wood Town Council, The Podmore Building, St Andrews Road Paddock Wood, TN12 6HT – 01892 837373 – [paddockwoodtc@btconnect.com](mailto:paddockwoodtc@btconnect.com)

### Application from title/organisation

Bereko Community Partnership

### Contact details

**Name:** Sue Chalkley (Chair)

**Address:** St Andrew's Church, Maidstone Road, Paddock Wood TN12 6TZ

**Telephone/e-mail** 0



### Aims of the Group

*(Precise extract from constitution, prior to schools being Academies)*

2.1 The aims of the Group shall be to:

2.1.1 Represent organisations in Paddock Wood, to include St Andrew's Church, Paddock Wood Primary School, Mascalls Secondary School, Paddock Wood Town Council and other bodies in dealings with the community link with Bereko, Kondo District, Tanzania.

2.1.2 Organise trips between people from Bereko, Tanzania and Paddock Wood, England

2.1.3 To undertake activities such as social events, raising community awareness, fund raising and ensuring good communications (this is not an exhaustive list), which support the relationship between the communities.

**Number of members:** Twelve as at April 2023 AGM

### Percentage who are Paddock Wood residents?

100% represent Paddock Wood organisations: Paddock Wood Town Council, Paddock Wood Primary Academy, Mascalls Academy, St Andrew's church, St Justus' church.

**Amount requested:** £432: i.e., 216 for 2023 and 2024

The annual sum is lower than was claimed in 2021 because we have moved onto a lower cost tariff for the website. This figure includes the annual cost of the email domain and excludes any annual uplift for 2024.

**Total cost of project:**

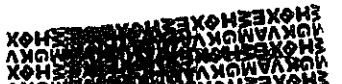

£432.

### Purpose of the Grant

The Town Council has very kindly supported the Bereko Community Partnership in a number of ways but particularly through funding the cost of maintaining the BCP website which is an information source for the Paddock Wood Community and others. [www.bereko.co.uk](http://www.bereko.co.uk). The website has proved useful in awareness raising and discussions with external funders or supporters.

**Statement of understanding.**

I have read and understood the Paddock Wood Town Council Grants Policy and Procedure and agree that if a grant is awarded the organisation, I represent will abide by the conditions therein outlined.

Signed  (Chair, Bereko Community Partnership)  
Date 



# The Bereko Community Partnership

Minutes of the Annual General Meeting of the Bereko Community Partnership held on Tuesday 18<sup>th</sup> April 2023 via Zoom

In attendance: Sue Chalkley (St. Andrew's Church, Chair), Peter Crouch (St. Andrew's Church, Treasurer), Barbara Farnham (St. Andrew's Church, Secretary), Rachel Smith (St. Andrew's Church), Cllr Ray Moon (Paddock Wood TC),

1. Apologies: Alan Smith (St. Andrew's Church), Alex Ait-Mansour (PW Primary School), Robin Hammerton (St. Andrew's Church), Jo Brooks (Mascalls Academy), Rev. Bryan Knapp (St. Andrew's Church), Joan Read (St. Justus RC Church).
2. Minutes of previous meeting: Minutes of the AGM held on 20<sup>th</sup> April 2022, having been circulated, were agreed.
3. Matters Arising: None
4. Chairperson's Report: Circulated, received and is attached. For clarity, the funding of the costs of the BCP website by PWTC is for 2023,
5. Treasurer's Report: Circulated, received and attached. Balance at 31/12/22 was £2720.38. Income was received from the PW Half Marathon, the Quiz evening and from substantial fund raising by Mascall's Academy for which BCPC is very grateful. Some of the balance has already been used in 2023 to support Livingstone Tanzania Trust, MCDO and for purchasing trees for the Bereko schools banana and avocado project.
6. Election of Management Committee: A list of the current Membership had been circulated. Following on from last year's AGM Alex Ait-Mansour had been invited to become a member but had felt unable to commit. SC undertook to check whether Katie Pointing wished to remain a member and Sarah-Joy Woodcock had requested to remain in contact although she is no longer working at St. Andrew's Church.  
  
It was AGREED that all those on the list as circulated be elected.
7. Any Other Business:
  - a) PWTC: RM had been automatically re-elected as a PW Town Councillor and would continue as the PWTC representative on BCPC.



## **Design Brief for a six lane track, Putlands Field, Paddock Wood.**

Our training track was completed in 2015 with financial support from TWBC, PWTC, KCC, Sport England and the Club's own resources. The track is managed and maintained by volunteers with no salaried staff.

The track has a 2/4/6 lane configuration which was recommended and supported by Sport England as a means of providing training track facilities at a significantly lower cost than a full track. At the time of its construction SE indicated that they would support a six lane track but incurred a large additional expense when the original SE contractor (AMB Sports) went into liquidation.

We are now at the point where the existing setup is proving restrictive and we are prevented from allowing both adult and junior training at the same time because of the lane restrictions and we need to extend the track to the full 6 lanes. TWBC have supported this idea and are keen for the track to become a centre of excellence.

### **Key points:**

- An estimate dated February 2022 puts the build cost at £305,456.69, we obtained this estimate from Spadeoak, the original Sport England Contractor to ensure construction continuity
- The Club has reserves of £70,000. We would not wish to commit all of this to the development as there would be yearly maintenance costs like track cleaning, grass cutting, floodlight servicing, general maintenance and ground rent. We also plan to install a pole vault facility.
- The completed work would allow us to extend the use of the track with the space to train both adults and juniors simultaneously and hold competitions. The track is also suitable for use by the disabled, and we often help the Kent Association for the Blind with coaching on their track open days at our track. Other organisations and schools using the track include The Local Brownies, Platt Scout Group, Kent Running Coach, Mascalls Academy, Paddock Wood Primary School.
- The extension to the track will result in greater membership at the Club. The existing club membership is 255 members with members in the boroughs of Tunbridge Wells, Tonbridge and Maidstone. The track is open to the public for use at a small hire fee.
- Current housing development of circa 2,000 homes as well as proposed but as yet unapproved development of in excess of a further 2,000 homes (not to mention long term plans for Capel and Tudeley) will put strain on existing leisure resources. The rebuilt track would help to fill an upcoming need for such facilities.
- The track is currently available to Paddock Wood schools free of charge. Other users and schools use the facility subject to a small charge. Local schools can use the track for sports days and inter school competitions.
- As the track is currently the only publicly accessible running track in the Borough it needs to offer the most up to date facilities possible.

The development of the track to a full 6 lane facility would enhance the sports facility offering that Tunbridge Wells Borough is able to make and we would ask the council for funding to make this possible.

Michael Ridger

Track Manager for Paddock Wood Athletic Club

August 2022

# Agenda Item C 29.

Up dated 8<sup>th</sup> June 2023

SITE	PLANNING REF	AMOUNT	DATE OF AGREEMENT	PURPOSE WORDING	DUE	PROGRESS
*MASCALLS FARM	17/03040	230205	29 OCTOBER 2018	SPORTS PITCH CONTRIBUTION-OFF SITE PITCH IMPROVEMENTS AT MEMORIAL PLAYING FIELDS PUTLANDS AND OR THE PROVISION OF AN OUTDOOR SPORTS HUB FOR PADDOCK WOOD	Received by TWBC*	PWTC received £118,450 + indexation to fund the tennis courts and cricket wicket at Memorial field £114 735 + indexation still unclaimed
MASCALLS FARM	17/03040	20634	29 OCTOBER 2018	COST OF MITIGATION MEASURES MAKING IMPROVEMENTS TO FOALHURST WOOD	RECEIVED BY TWBC	Funds received by PWTC 07/03/23 Car park improvements order placed awaiting date
MASCALLS FARM ADDITIONAL (10 YEAR EXPIRY)	19/03349	6677.67	30 MARCH 2021	FOALHURST WOOD CONTRIBUTION TOWARDS THE COST OF MITIGATION MEASURES FOR INCREASED VISITOR NUMBERS AND IMPROVED ACCESS WITH THE REINFORCEMENT OF ACCESS PATHS	PRIOR TO OCCUPATION OF FIRST MARKET DWELLING ON ADDITIONAL UNITS.	Funds received by PWTC 07/03/23 Replacement bridges ordered awaiting date
MASCALLS FARM ADDITIONAL (10 YEAR EXPIRY)	19/03349	74500	30 MARCH 2021	OUTDOOR SPORT CONTRIBUTION TOWARDS THE COST OF IMPROVEMENTS AT THE SKATE PARK ON MASCALLS COURT ROAD PADDOCK WOOD.	PRIOR TO OCCUPATION OF FIRST MARKET DWELLING.	SEEKING CONSULTANT FOR PROCUREMENT PROCESS. To be discussed at July 23 Estates meeting

Up dated 8<sup>th</sup> June 2023

**MASCALLS COURT FARM	14/50676	278375	23MARCH 2018	OUTDOOR SPORTS CONTRIBUTION. IMPROVEMENTS TO GREEN LANE PLAYING FIELDS	BEFORE OCCUPATION ANY PHASE 2. CONSTRUCTION COMMENCED NO COMPLETED UNITS.	Funding received by PWTC 07/03/23 Placed in reserves
MASCALLS COURT FARM	14/50676	3000	23MARCH 2018	WOODLAND MANAGEMENT CONTRIBUTION. MEASURES TO MITIGATE INCREASED RECREATION PRESSURE ON STRIKES WOOD. FENCING OR TREE PLANTING.	RECEIVED BY TWBC	
**CHURCH FARM	14/504140	223500	14FEB2018	TOWARDS THE PROVISION OF RECREATION FACILITIES AT GREEN LANE PLAYING FIELDS	BEFORE THE OCCUPATION OF 85 MARKET DWELLINGS	ESTIMATE SOME TIME 2022/EARLY 2023
CHURCH FARM ADDITIONAL UNITS	21/01862	44700	S106 NOT YET SIGNED	FOR OFFSITE SPORTS AND RECREATION FACILITIES IN PADDOCK WOOD	Signed December 22 Payable before the Occupation of 1 <sup>st</sup> Market dwelling	APPROVED- TIMESCALE NOT YET AVAILABLE.
ICEFOX DEVELOPMENT	21/00665	25100	25APR2022	PUBLIC REALM IMPROVEMENTS TO PEDESTRIAN LINKAGES, FOOTWAY RESURFACING AND NEW/REPLACEMENT BENCHES AND RAILINGS AROUND PADDOCK WOOD WAR MEMORIAL	BEFORE OCCUPATION OF 7 OF THE DWELLINGS	DEPENDENT UPON SPEED OF BUILD- POSSIBLY 2023/2024

Up dated 8<sup>th</sup> June 2023

\*\*Total of £501,875 is available for Green Lane. In view of the sum of money involved the Town Council should consider employing a project manager to advise on options for the site.

Wesley Centre Working Group Notes  
Saturday 10<sup>th</sup> June 2023

PRESENT: Cllrs Mobbs, Moon, Munday & Thompson  
Apologies were received from Cllr Maari.

We had a discussion around the history of the Wesley Centre and the Paddock Wood Neighbourhood plan.

We came to the decision that the Wesley Centre is not a surplus asset and has a role to play in the Town.

We agreed these action points -

- 1) Need to work with the Borough and all current users of The Wesley Centre.
- 2) Consider use of future 106 monies, for the Wesley Centre.
- 3) Encourage greater usage and do more marketing. Suggested a re branding just call the building The Wesley and get the name on the building - possibly over the front door Archway in black lettering.
- 4) Complete the re listing as an ACV Asset of Community Value
- 5) Look at some internal redesign ideas from Nicolas Maari that we understand he is working on.
- 6) Engage with users of the facility.
- 7) Encourage the Borough to spend some money on their asset to improve the hiring potential.

Action points -

1. It was agreed that BC Mark Munday should raise the points we have made at a meeting he has scheduled with Lee Colyer.
2. Nichola Reay to continue with ACV application.
3. Nichola and Jeremy both to attend the online Community Ownership Seminar on 13 June 2023 at 12 noon to 1 pm.