

## Report to full Council and Town Clerk's Report December 2022

Report for council:

### General info/updates

**Audit – Internal Auditor 6-monthly review:** The IA's report is published on the [website](#). He reviewed the budgeting process and confirmed the Council's processes meet the audit standards. Employee costs and payroll procedures and confirmed the controls and processes met the audit standards. He also noted that the Council has fulfilled its duties with the Charities and the Charity Commission records are now up to date.

**Bulky Waste Collection:** The next collection will be in January and published on the website, Facebook and noticeboards nearer the date; it visits 4 locations in Edenbridge.

**CCTV Recreation Ground and Depot:** No update since the last meeting. *The Open Spaces Committee has received a report at its recent meeting. Broadband costs for the Recreation Ground in the region of £22.5k plus annual costs of £1.2k. Cost for CCTV equipment is not included, and to be costed. CCTV monitoring costs in the region of £1k. Buildings Manager did have a proposal for Council CCTV monitored presented to [Council January 2022](#) with costs in region of £3.2k (for 2 sites). It has been agreed to investigate further including potentially alternative viable options/providers.*

**Charities Commission entry and status for two Council charities: Lingfield Road 'Recreation Ground' and Blossoms Park 'Public Recreation Ground' update:** The listings for the two charities have now been corrected with the Charities Commission, confirming Edenbridge Town Council as sole trustee of the two charities.

**Chairman's visits:** November Cllr Baker attended on behalf of the Chairman, the Marsh Green Pre-School sensory garden opening; attended the Twinning Association AGM; and spoke at the Christmas Market. Cllrs Todd, Baker and Layland attended the CAB AGM.

**Christmas Office Arrangements:** to reconfirm, the office will close in the afternoon Friday 23 December and reopen Tuesday 3 January. The staff Christmas lunch was 2 December.

**Churchyard/Market Yard Wall:** This remains on the agenda with details to be represented in due course to Council to consider.

**Communications and PR:** The new working arrangements with the Communications Officer are currently going well. In addition to the regular social media, council and market posts, newsletter content, she is currently reviewing the communications strategy and preparing a proposal to be considered next year (2023).

**Cost of living crisis:** Sevenoaks District Council (SDC) has provided a [useful leaflet](#) on the help that is available. The [Warm Spaces initiative](#) is up and running; there are not many Edenbridge listings. The Games Club for some reason was not included by SDC despite registering it, but will be this week.

**Edenbridge Magazine:** The next Council's newsletter will appear in the January edition and is also published on the [website](#).

**Edenbridge Town Guide:** The guide was completed over the summer and distributed to homes early November. This guide is reviewed and updated every 2-3 years. An electronic version is available on the [website](#); amendments can be made to the online version.

**Electric Vehicle Chargers (EVCs):** Following a recent meeting with Kent Smarter Travel Scheme (KSTS), a proposal was presented to the Open Spaces Committee November meeting. Members resolved to install four EVCs at Market Yard car park; these will be 7kw.  
*(Council meeting July 2021 supported EVCs in its car parks, and CIL Board October 2021 approved up to £7,500 contribution towards the KSTS scheme.)*

**Games Club - Cards, Games and puzzles social club for 55+ residents' partnership with Sevenoaks District Council (SDC) and Involve Kent:** The Club continues to grow with weekly attendance now between 12 to 18 people. Soup is also being provided to attendees after the Club as part of the Warm Spaces initiative.

**Inspections:** At Council October meeting expenditure was approved for the Solar Panel 5-year inspection. The Depot has been inspected and the Pavilion is booked for December. The external Fire Risk Assessment is yet to be confirmed.

**Kent Highways:** The annual meeting with the area Manager and Engineer to discuss maintenance issues took place on 8 Manager. The winter management and grit salt bins were being checked; empty bins should be reported to Highways online. The policy for drains was to empty annually; and as reported. Overall, no significant maintenance issues outstanding.

**Lease meetings:** The annual lease meetings are scheduled.

**Market:** Reminder there is now a dedicated market [website](#) and [Facebook](#) pages launched September 2022. Christmas has special pitch fees offer for traders during the month of December, and on 22 December Mr Hiccup will be returning with magic and balloon modelling. January and February there will be discounted offer for those that pay in advance (non-refundable).

**Pavilion Windows update:** CIL Board (November) approved the funding of up to £85,000. The next stage is to finalise the specification before going out to tender and placing on ContactFinder.

**Sevenoaks District Council [Call For Sites 2021](#):** There is no specific update from SDC, but details for brownfield sites and the built-up area are included in the draft Local Plan Regulation 18 consultation. The Green Belt sites are not part of this initial consultation.

**Training:** Office staff have attended webinars on: Finance; the RFO attend a KALC Finance update training. Coming up: training sessions on civility and respect; social media and communications policies.

**Waste commercial bins:** October Council meeting approved expenditure for 1 x 360 litre bins for Doggetts Barn and Rickards Hall, and 1 x 240 litre bin for Market Yard car park. The new bin for the Council offices is now in use. MYCP is on hold as SDC now collect the black sacks accumulated by the groundstaff on Friday mornings and currently, there is no issue with waste from the Market. The public toilet waste is minimal, and the office bin can be utilised as needed.