



# Snodland Town Council

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27 April 2022

## **TO ALL MEMBERS OF THE COUNCIL**

You are summoned to the Annual Meeting of Snodland Town Council to be held in the MG Suite, Town Hall, Waghorn Rd, Snodland, on Thursday 5 May 2022 on the rising of the Annual Town Meeting

Yours sincerely

*K Sowten*

Karen Sowten  
Chief Executive

**All meetings are open to members of the public. Information on how to observe the meeting will be published on the Council's website.**

Information attached	Agenda item No.	Agenda Item
	1.	a) To elect a Chairman of the Council b) to receive the Chairman's declaration of acceptance of office
	2.	Apologies for absence
	3.	Declaration of Interests
	4.	To elect a Vice Chairman of the Council
	5.	To elect a Deputy Vice Chairman of the Council
✓	6.	To appoint Committee and sub-committees
	6.1	To elect Chairman and Vice Chairman of Committees
✓	7.	To appoint representatives to outside bodies
✓	8	In accordance with our standing orders the Council is advised of annual subscriptions which have been included in the budget and agreed by the Council
	9.	Councillors are advised that Insurance renewal takes place in November and is reviewed by the Policy and Resources Committee prior to renewal and ratified by Full Council.
	10.	To review and adopt the following Council Policies
✓	10.1	Standing Orders
✓	10.2	Terms of Reference
✓	10.3	Financial Regulations
✓	10.4	Internal Control Procedures
✓	10.5	Cash Handling Policy & Procedures
✓	10.6	Risk Register
✓	10.7	Meeting attendance Policy
To follow	11.	To review the Councils Asset Register
✓	12.	To confirm the Council meets the conditions of eligibility to exercise the General Power of Competence in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 Article 2; that at least 2/3 of Councillors have been elected at the ordinary elections; and the Clerk (Chief Officer) holds a relevant qualification (Certificate in Local Council Administration)

✓	13.	Council Meeting Dates from 5 May – 7 June 2022
	14.	Questions from the Public <b>Pursuant to Standing Order 3 e &amp; g Members of the public may make representation, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A member of the public shall not speak for more than 3 minutes.</b>
✓	15.	To consider and if agreed sign a licence for Zoe Evans Childcare for the use of part of Holborough Park for Forest School Activities
✓	16.	To consider Footpath proposals at Brooklands Lake