

SNODLAND ANNUAL COUNCIL

5 May 2022

Committee Members present:	Mrs S Bell, Mrs A Barden, A Bennison, J Butterfield, Mrs D Crook, Cllrs P Hickmott, Ms D King, D Lettington, W Mallard, J Minter, Mrs N Misy and Mrs K Mordecai-Woolf
Council Members present:	Mrs K Sowten (CEO)
Members of the public:	There were no members of the public present

The Chairman began the proceedings by making an announcement and welcoming members of the Committee.

1.	a) <u>To elect a Chairman of the Council</u>	
	<u>Nominations</u>	
	Cllr Mrs S Bell	Proposed by Cllr Mrs D Crook Seconded by Cllr W Mallard
	Cllr Ms D King	Proposed by Cllr Mrs K Mordecai-Woolf Seconded by Cllr Mrs A Barden
0876	RESOLVED - Cllr Mrs S Bell be appointed as Chairman of the Council for the Civic year 2022/23.	
0877	RESOLVED - to receive the Chairman's declaration of acceptance of office, which was signed at the end of the meeting.	
2.	<u>Apologies for absence</u> Apologies for absence were received from Cllr Mrs S Shaw and Cllr S Hohler (County Councillor)	
3.	<u>Declaration of Interest</u> There were no declarations of interest.	
4.	<u>To elect a Vice Chairman of the Council</u>	
	Cllr K Mordecai-Woolf	Proposed by Cllr Ms D King Seconded by Cllr Mrs N Misy
0878	RESOLVED - Cllr Mrs K Mordecai-Woolf be appointed as Vice-Chairman of the Council for the Civic year 2022/23.	

5.	<u>To elect a Deputy Vice Chairman of the Council</u>	
	Cllr Mrs N Misy	Proposed by Cllr Ms D King Seconded by Cllr J Butterfield
0879	RESOLVED – Cllr Mrs N Misy be appointed as Deputy Vice Chairman of the Council for the Civic year 2022/23.	
6.	<p data-bbox="308 530 1481 568"><u>To appoint Committee and sub-committees</u></p> <p data-bbox="308 591 1481 629"><u>Policy and Resources</u></p> <p data-bbox="308 658 1481 1010">Cllr J Butterfield Cllr Mrs S Bell Cllr P Hickmott Cllr Ms D King Cllr D Lettington Cllr Mrs N Misy Cllr Mrs K Mordecai-Woolf Cllr W Mallard Cllr Mrs S Shaw</p> <p data-bbox="308 1039 1481 1077"><u>Planning and Environment</u></p> <p data-bbox="308 1106 1481 1541">Cllr Ms A Barden Cllr Mrs S Bell Cllr A Bennison Cllr J Butterfield Cllr Mrs D Crook Cllr P Hickmott Cllr W Mallard Cllr Mrs K Mordecai-Woolf Cllr J Minter Cllr Mrs N Misy Cllr Mrs S Shaw</p> <p data-bbox="308 1570 1481 1608"><u>Amenities and Recreation</u></p> <p data-bbox="308 1637 1481 1989">Cllr Ms A Barden Cllr A Bennison Cllr Mrs S Bell Cllr Mrs D Crook Cllr P Hickmott Cllr Mrs D King Cllr W Mallard Cllr Mrs K Mordecai-Woolf Cllr Mrs N Misy</p>	
6.1	<u>To elect Chairman and Vice Chairman of Committees</u>	
	<u>Policy and Resources</u>	
	<u>Chairman</u> Cllr J Butterfield	Proposed by Cllr Ms D King

	<u>Vice Chairman</u> Cllr D Lettington	Seconded by Cllr Mrs N Misy Proposed by Cllr Ms D King Seconded by Cllr Mrs K Mordecai-Woolf
0880	RESOLVED - Cllr Butterfield be appointed as Chairman of Policy & Resources for the Civic year 2022/23.	
0881	RESOLVED - Cllr Lettington be appointed as Vice Chairman of Policy & Resources for the Civic year 2022/23.	
<u>Planning and Environment</u>		
	<u>Chairman</u> Cllr Mrs K Mordecai-Woolf <u>Vice Chairman</u> Cllr Mrs N Misy	Proposed by Cllr Mrs N Misy Seconded by Cllr Mrs A Barden Proposed by Cllr Mrs K Mordecai-Woolf Seconded by Cllr Ms D King
0882	RESOLVED - Cllr Mrs K Mordecai-Woolf be appointed as Chairman of Planning & Environment for the Civic year 2022/23.	
0883	RESOLVED - Cllr Mrs N Misy be appointed as Vice Chairman of Planning & Environment for the Civic year 2022/23.	
<u>Amenities and Recreation</u>		
	<u>Chairman</u> Cllr Mrs D Crook <u>Vice Chairman</u> Cllr Mrs A Barden	Proposed by Cllr Mrs N Misy Seconded by Cllr Mrs S Bell Proposed by Cllr Ms D King Seconded by Cllr Mrs K Mordecai-Woolf
0884	RESOLVED - Cllr Mrs D Crook be appointed as Chairman of Amenities & Recreation for the Civic year 2022/23.	
0885	RESOLVED - Cllr Mrs A Barden be appointed as Vice Chairman of Amenities & Recreation for the Civic year 2022/23.	
7.	<u>To appoint representatives to outside bodies</u> The list was circulated for: Staff Committee, Grievance Committee, Cemetery Advisory Committee, Allotments Advisory Committee, Emergency Procedures Committee, Snodland Partnership, Carnival Committee, Christmas Committee, Snodland Twinning Association, TMBC Parish Partnership, KCAP Crime Prevention Panel, TMBC Leybourne Lakes, Kent Association of Local Council, Tarmac Working Group, Joint Standards, Medway Valley Rail Partnership and Eustace Hook and Drummond Memorial Almshouses.	

0886	RESOLVED - the appointment of representatives to Outside Bodies were accepted. (List on file)
8.	<u>In accordance with our standing order the Council is advise of annual subscriptions which have been included in the budget and agreed by the Council</u>
0887	RESOLVED – to agree the Annual subscriptions (list on file)
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.	<u>To review and adopt Council Policy</u>
10.1	<u>Standing Orders</u>
0888	RESOLVED – to approve Standing Orders with amendments to item 19c.
10.2	<u>Terms of Reference</u>
0889	RESOLVED – to approve terms of reference with no amendments.
10.3	<u>Financial Regulations</u>
0890	RESOLVED - to approve financial regulations with amendments to items 4.5, 5.7, 6.8, 6.10 and 11h add “verbal estimates”. Strike out item 5.12, 6.9 and 6.18 “which are used for internet banking”
10.4	<u>Internal Control Procedures</u>
0891	RESOLVED – to approve internal control procedures with amendments to items 20, 23 and 29.
10.5	<u>Cash Handling Policy & Procedures</u>
0892	RESOLVED – to approve cash handling Policy and Procedures with amendments to item 4, and under banking strike out “with the exception of cash security deposits” and under Petty cash change to “reconciled monthly”.
10.6	<u>Risk Register</u>
0893	RESOLVED – to approve the risk register with no amendments.
10.7	<u>Meeting Attendance Policy</u>
	The introduction of a new meeting attendance policy was introduced giving clear details of apologies for absence, extended periods of absence and the recording and publishing of attendance.
0894	RESOLVED – to approve the Meeting attendance Policy
11.	<u>To review the Council’s Asset Register</u>
0895	RESOLVED – to approve the Council’s Asset Register.

