



Snodland Town Council

Council Offices, Waghorn Road, Snodland, Kent, ME6 5BQ

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11 May 2023

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 18 May 2023 at 7.30pm.

Yours sincerely

K Sowten

Karen Sowten
Chief Executive

To assist with the speedy and efficient dispatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to contact the Office prior to the day of the meeting.

All meetings are open to members of the public.

Councillors are reminded on the following protocols -

- Only one person is permitted to speak at a time, if more than one person wants to speak the chairman of the meeting shall direct the order of speaking.
- To direct all questions through the Chair, by raising your arm.
- Be respectful, polite, and courteous and remaining silent when others are speaking.

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 or, if not then received, to permit a declaration to be made at or before the next meeting. c) to permit a declaration to be made if the declaration of acceptance of office for councillors had not been made prior to or at the annual meeting, for it to be made at or before the next meeting.
	2.	Councillor Co-option
	3.	Apologies for absence
	4.	Declaration of Interests
	5.	Questions from the Public Pursuant to Standing Order 3 e & 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.
	6.	To elect a Vice Chairman of the Council
	7.	To elect a Deputy Vice Chairman of the Council
	8.	To appoint Committee and sub-committees
	8.1	To elect Chairman and Vice Chairman of Committees
	9.	To appoint representatives to outside bodies

✓	10.	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
	11.	Councillors are advised that all Council Deeds and Financial Documents are available for inspection at the Council Offices upon request. Insurance renewal takes place in November and is reviewed by the Policy and Finance Committee prior to renewal and ratified by Full Council.
	12.	To review and adopt the following Council Policies
✓	12.1	Standing Orders
✓	12.2	Terms of Reference
✓	12.3	Financial Regulations
✓	12.4	Internal Control Procedures
✓	12.5	Cash Handling Policy & Procedures
✓	12.6	Risk Register
✓	12.7	Grant Policy
✓	12.8	Cyber Security Policy
✓	12.9	Social Media Policy
✓	12.10	Kent Code of Conduct 2023
	13.	To consider the renewal of dispensations to Members pursuant to section 33(2) of the Localism Act 2011 and paragraph 8 of the adopted code of Conduct.
✓	14.	To review the Councils Asset Register
✓	15.	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)
✓	16.	To resolve that the Minutes of the Full Council held on 27 April 2023 (pp103-106) are a correct record