

## SNODLAND ANNUAL COUNCIL

13<sup>TH</sup> MAY 2021

Committee Members present:	Cllrs P Hickmott (C), Mrs S Bell (VC), Mrs K Mordecai-Woolf (DVC), Ms D King, Mrs A Barden, A Bennison, J Butterfield, Mrs D Crook, A Keeley, W Mallard, J Minter, Mrs N Misy and Mrs S Shaw
Council Members present:	Mrs K Sowten (CEO), Miss E Jones, Borough Cllrs D Lettington and Mrs R Lettington
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 King Seconded by Cllr Mrs D Crook
	Cllr P Hickmott	Proposed by Cllr W Mallard Seconded by Cllr A Bennison
<b>0708</b>	<b>RESOLVED</b> - that Cllr Mrs S Bell be appointed as Chairman of the Council for the Civic year 2021/22.	
<b>0709</b>	b) <b>RESOLVED</b> - to receive the Chairman's declaration of acceptance of office, which was read out and signed at the meeting.	
2.	<u>Apologies for absence</u>  There were no apologies for absence.	
3.	<u>Declaration of Interest</u>  There were no declarations of interest.	
4.	<u>To elect a Vice Chairman of the Council</u>	
	Cllr Mrs K Mordecai-Woolf	Proposed by Cllr Mrs D King Seconded by Cllr J Butterfield

	Cllr P Hickmott	Proposed by Cllr W Mallard Seconded by Cllr Mrs S Shaw
<b>0710</b>	<b>RESOLVED</b> - that Cllr Mrs K Mordecai-Woolf be appointed as Vice-Chairman of the Council for the Civic year 2021/22.	
5.	<u>To elect a Deputy Vice Chairman of the Council</u>	
	Cllr J Minter	Proposed by Cllr Ms D King Seconded by Cllr Mrs K Mordecai-Woolf
<b>0711</b>	There being no other nominations <b>RESOLVED</b> – that Cllr J Minter be appointed as Deputy Vice Chairman of the Council for the Civic year 2021/22.	
6.	<u>To appoint Committee and sub-committees</u>  <b><u>Policy and Resources</u></b>  Cllr J Butterfield (C) Cllr Ms D King (VC) Cllr Mrs S Bell Cllr P Hickmott Cllr A Keeley Cllr Mrs K Mordecai-Woolf Cllr Mrs S Shaw Cllr W Mallard  <b><u>Planning and Environment</u></b>  Cllr Mrs K Mordecai-Woolf (C) Cllr Mrs N Misy (VC) Cllr Mrs S Bell Cllr J Butterfield Cllr Mrs D Crook Cllr P Hickmott Cllr J Minter Cllr A Keeley Cllr A Bennison Cllr Ms A Barden Cllr Ms J Ayers Cllr Miss L West Cllr Mrs S Shaw Cllr W Mallard	

	<p><b><u>Amenities and Recreation</u></b></p> <p>Cllr Mrs D Crook (C)  Cllr Ms A Barden (VC)  Cllr Mrs D King  Cllr Ms J Ayers  Cllr Mrs S Bell  Cllr P Hickmott  Cllr A Keeley  Cllr Mrs K Mordecai-Woolf  Cllr Mrs N Misy  Cllr Miss L West  Cllr A Bennison  Cllr W Mallard</p>
7.	<p><b><u>To appoint representatives to outside bodies</u></b></p> <p>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 and Medway Valley Rail Partnership.</p> <p><b>0712</b>     <b>RESOLVED</b> - the appointment of representatives to Outside Bodies were accepted. (List on file)</p>
8.	<p><b><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></b></p> <p>Cllr P Hickmott asked the CEO if KALC's services were regularly used and the CEO advised that they were.</p> <p><b>0713</b>     <b>RESOLVED</b> – to agree the Annual subscriptions (list on file).</p>
9.	<p><b><u>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 Resources Committee prior to renewal and ratified by Full Council.</u></b></p> <p>This was noted.</p>
10.	<p><b><u>To review and adopt Council Policy</u></b></p>
10.1	<p><b><u>Standing Orders</u></b></p> <p><b>0714</b>     <b>RESOLVED</b> – to approve Standing Orders.</p>

10.2	<u>Terms of Reference</u>
<b>0715</b>	<b>RESOLVED</b> – to approve terms of reference.
10.3	<u>Financial Regulations</u>
<b>0716</b>	<b>RESOLVED</b> - to approve financial regulations.
10.4	<u>Internal Control Procedures</u>
<b>0717</b>	<b>RESOLVED</b> – to approve internal control procedures.
10.5	<u>Cash Handling Policy &amp; Procedures</u>
<b>0718</b>	<b>RESOLVED</b> – to approve cash handling Policy and Procedures.
10.6	<u>Risk Register</u>
<b>0719</b>	<b>RESOLVED</b> – to approve the risk register.
11.	<u>To review the Council's Asset Register</u>
<b>0720</b>	<b>RESOLVED</b> – to approve the Council's Asset Register.
12.	<u>To confirm that 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).</u>
<b>0721</b>	<b>RESOLVED</b> - that the council was eligible and would adopt the General Power of Competence for the civic year 2021/22.
13.	<u>To consider any proposals put forward relating to a Community Asset Register</u>  The CEO explained the function of the Community Asset Register to the Committee and it was suggested that the 46-48 High Street (old Co-op) should be considered.  The CEO to put together a recommendation for consideration at the next Policy and Resources meeting to be held on 1 June 2021.
14.	<u>Council Meeting dates from May 2021 to April 2022</u>  All Councillors received a list of the proposed dates for the next year's meetings. The CEO pointed out that she had attempted to work around Borough meeting dates and advised that some meetings would take place on a Tuesday and Wednesday.

	<p>The CEO advised that the staffing meeting arranged for 22nd June 2021 would need to be re-arranged as she had a prior engagement.</p> <p>It was agreed that the Annual Town meeting would take place on 29th June 2021 at the Council offices where the KALC, STC and Pride of Snodland awards would take place. The date of the meeting would be dependent upon the Covid-19 restrictions being lifted on 21 June 2021.</p>
	<p><b>Questions from the Public.</b>  <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></p>
15.	There were no members of the public in attendance.

There being no other business, the meeting closed at 8.00pm.