

South Willesborough and Newtown Community Council

Annual Community Council Meeting

I hereby give you notice that the Annual Community Council meeting of the full Council will be held REMOTELY by video conferencing on Tuesday 4thth May 2021 at 6.00 pm (note change of usual start time)

All members of the Council are summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

The public may attend the meeting but should contact the Clerk by 5pm on 4th May 2021 to receive joining instructions – e-mail clerk@swancc.org.uk or call 07765644629

Rob Woods

Clerk

27th April 2021

64/21 Election of Chair (Clerk to chair for this item)

65/21 Record attendance and list apologies for absence

66/21 Declarations of pecuniary, other significant or voluntary interest

A Member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part, (unless a relevant dispensation has been granted by the Clerk)

A Member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote

A Member may also declare a voluntary Interest if they are unsure of their position. Inclusion and voting will be decided at the time of the declaration.

- i. Updating of Declarations of Interest for the Code of Conduct
- ii. To note the granting of any requests for dispensations and the decision

67/21 Election of Vice Chair

68/21 Election of Members to Committees and Outside Bodies.

Finance and General Purposes Committee

Planning and Highways Committee

Allotments Committee

Staffing Committee

Appeals Committee

Any other committees requested by Councillors

Kent Association of Local Councils

Observer at SWAN Community Centre Board meetings

69/21 Delegation of Responsibilities for the term of the Council

To confirm Community Assets and Management Working Group Terms of Reference

To confirm Communications Working Group Terms of Reference

Crime Liaison

Environment Liaison

Community Liaison

Newsletter Editor

Social Media and Website Moderator

Community Plan Coordinator

70/21 Meeting adjourned for members of the public to raise questions on items on the agenda (Maximum 10 minutes)

71/21 To agree minutes of the last Council meeting of 6th April 2021 and sign

72/21 To receive the draft Minutes of the last Finance and General Purposes Committee and consider the recommendations of Items FGP 34/21 and FGP 35/21

72/21a Delegation Scheme

72/21b Adoption of Council Standing Orders

72/21c Adoption of Risk and Financial Risk Assessment

72/21d Adoption of Members Code of Conduct

72.21e Review of effectiveness of Internal Auditor

73/21 Resolve that Finance and General Purposes Committee review other Council policies not referred to elsewhere on this agenda as an ongoing activity

74/21 Adoption of Transparency Code (attached)

75/21 Council Finances

75/21a - To receive the draft Minutes of the last Staffing Committee and consider the recommendations of Item 4/21 to amend Section 1.8 of the Council's Financial Regulations

75/21b To receive a report of the Clerk on Land and Assets and note the recommendations

75/21c Confirmation of Insurance Arrangements

75/21d Review of Council subscriptions

75/21e To agree the bank reconciliation at 31st March 2021

75/21f To approve the 20/21 Annual Governance and Accounting Statements by resolution

75/21g To confirm Internal Audit report 2020/21 to follow after 10th June 2021

76/21 Data Security

76/21a To agree continuation of Microshade contract for cloud storage, firewall protection and cyber security

76/21b Confirmation of Mobile communications device policy

76/21c Confirmation of Use Your Own Device policy

77/21 Agree Time and Place of Ordinary Meetings and Standing Committees up to the next Annual General Meeting and agree any items for the next Council meeting

78/21 Forum for exchange of information between Council members.