

South Willesborough and Newtown Community Council
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**Minutes of the Annual Community Council Meeting of the above
Council held virtually on Tuesday 5th May 2021**

The Meeting opened at 18:04 due to technical difficulties

The Clerk opened the meeting and invited Members to consider Item 64/21

64/21 Election of Chair

Resolved:- Proposed SC Seconded AR and by unanimous vote to re- elect SM as Chair and to sign the declaration of office if required

65/21 Record attendance and list apologies for absence

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Present Sue Mullan (SM) (Chair) David Mullan (DM) Paul Bohill from 18.07 (PB) Nirosha Thilagarajan (NT) Eric Parkinson (EP) Peter Porter (PP) Johnny Hunt (JH) Nick Cane (NC) Andy Rogers (AR) Steve Campkin (SC) Graham Galpin (GG)

Also in attendance: Rob Woods (RW) and Sarah Evans (SE) (clerks) One member of the Public - Phill Thorne

Apologies were received from Peter New and PCSO Oliver Welch

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

GG Standing as KCC Candidate in next election

SC standing as KCC Candidate in next election, Tenant of GHF allotments.

67/21 Election of Vice Chair

Resolved:- Proposed PP Seconded EP and majority vote to elect AR as Vice Chair.

NC Abstained

PB joined meeting at 18:07 due to technical issues

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

Proposed DM Seconded NC and resolved by unanimous vote that the membership of Council Committees and Outside bodies would be as follows until the next Annual meeting or as vacancies arise

Finance and General Purposes Committee, PP, SM, NT, NC, SC

Planning and Highways Committee, AR, JH, PB, EP, DM, GG

Allotments Committee NT, NC, SC AR

Staffing Committee SM, EP, NC, DM

Appeals Committee exists in delegation scheme but membership cannot be defined until the nature of any appeal is known.

KALC Representative AR, SM

Observer to SWAN Community Centre Board Meetings NC

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

Proposed DM Seconded NC and resolved by unanimous vote that

Terms of reference for Community Assets and Management Working Group are confirmed

Terms of Reference for Communications Working Group are confirmed

Crime Liaison PB re-elected

Environment Liaison NT re-elected

Community Liaison NC re-elected

Newsletter Editor NT re-elected subject to agreement of terms of role at next Council meeting

Social Media and Website Moderator NC re-elected

Community Plan Coordinator GG confirmed

In addition, it was agreed unanimously to nominate JH as lead for Youth Strategy and Mental Health Strategy.

Action: RW/SE to liaise with NT and CWG to clarify the role and terms of Editor to newsletter.

70/21 Meeting adjourned for members of the public to raise questions on items on the agenda

The Meeting Closed and immediately reconvened at 18:33 as no comments from the Public were made.

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

Resolved: -Proposed AR Seconded NC agreed unanimously and signed by Chair.

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

It was proposed by AR Seconded NC and resolved by unanimous agreement to accept en bloc, the recommendations of FGP Item 34/21 and FGP Item 35/21

72/21a To align the Financial Regulations with the Delegation Scheme and include under the role of the Council- "To agree the Councils banking arrangements".

72/21b Adoption of Council Standing Orders

- I. To review the Council Standing Orders in line with the agreed review date subject to any restrictions on holding meetings (Cross ref: item 77/21)
- II. To accept the recommendation that the Chair guillotine a meeting after 2.5 hours but with discretion to extend it if the business dictates.

72/21c To adopt the Risk and Financial Risk assessment but to add under Legal Liability section the following items

- a) Any relevant Health and Safety risk assessments including COSHH and Fire precautions
- b) Follow guidance on any other Government directed health and safety measures

c) GDPR – Add - Employ remote hosting and data storage to insure against mobile data loss and transfer of data over the internet and ensure data back-ups and use of industry standard firewalls

72/21d Members re-affirmed to adopt the Kent Code of Conduct (unanimous)

72/21e - Review of effectiveness of Internal Auditor

Resolved: Proposed DM and Seconded EP and resolved by unanimous vote that the services of Lionel Robbins as internal auditor are effective and that Mr Robbins' services are retained.

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

After a short discussion the Council resolved by unanimous vote that agreed policies would be reviewed by the Finance and General Purposes Committee in conjunction with the Proper Officer(s)

Action RW/SE to propose a review programme for the next Finance and General Purpose Committee meeting

74/21 Adoption of Transparency Code

Resolved:- Agreed unanimously to adopt the Transparency Code - subject to the following amendments a) to ensure gender neutral terms are used throughout. b) an aspiration to circulate draft minutes internally within 2 weeks of Council meetings.

Action RW/SE to make amendments.

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

The draft minutes of the Staffing Committee were distributed in advance and noted. Proposed NC Seconded DM and agreed unanimously with the recommendation to amend Section 1.8 of the Council's Financial Regulations, RW to take the role of RFO assisted by SE, SE to be Allotments Officer assisted by RW, RW/SE continue to share job role as Clerks.

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

Proposed NC Seconded PP and agreed unanimously to accept the recommendations of the report

- a) that items with a purchase value of less than £1000 are excluded from the Council's asset register
- b) agree the current asset register subject to further investigation of the value of the inherited public address system Action –RW/SE

75/21c Confirmation of Insurance Arrangements

By unanimous vote to await quote from Community Action Suffolk and compare price with cover and agree with Chair of Finance and General Purposes Committee

75/21d Review of Council subscriptions

By unanimous vote reaffirmed subscriptions to KALC NAS and SLCC.

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

By unanimous vote to agree the Bank reconciliation at 31st March 2021

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

Members worked through each of the stages of the Annual Governance Statement and Accounting Statement in strict order. **Proposed PP Seconded NC and resolved by unanimous vote to**

- I. approve the Annual Governance Statement and agree that the Chair signs the statement at this approval meeting
- II. approve the Accounting Statement prepared and signed by the Responsible Finance Officer and agree that the Chair counter signs the statement at this approval meeting
- III. agree the reasons for year on year variances
- IV. note that the bank reconciliation at 31/3/21 (cross reference to item 75/21 e) reconciles with the accounting statement
- V. start the period of public rights as soon as possible in the light of the external auditor's criticism in 2020

75/21g To confirm Internal Audit report 2020/21 to follow

Agreed by unanimous vote that members were aware the internal audit would take place on 10th June 2021 and a report would follow as soon as possible.

76/21 Data Security

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

Resolved:- Proposed DM Seconded EP and by unanimous vote to continue Microshade arrangements.

76/21b Confirmation of Mobile communications device policy

Resolved: Proposed AR and Seconded JH by unanimous vote to adopt mobile communications device policy

76/21c Confirmation of Use Your Own Device policy

Resolved: Proposed DM and Seconded NC and by unanimous vote to adopt 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

Members discussed 28 April 2021 -High Court judgment confirming that the Local Government Act 1972 does not permit councils to hold meetings remotely. From 6th May 2021 meetings must take place in person at a single, specified, geographical location and being “present” at such a meeting involves physical presence at that location. Members also reflected on the previous letter regarding remote meetings from Minster Luke Hill March 21.

Resolved:-

- a) **Agreed unanimously to delegate decisions to the Clerk as agreed in the revised Delegation Scheme (2020) subject to liaison with the relevant Chairs, until June 21st or social distancing guidelines and lockdown road map allows previously rented meeting venues to be used.**
- b) **To investigate all options in the parish for holding meetings.**
- c) **To agree the timetable as proposed in principle subject to a) above**

Action -RW/SE to investigate all options for meetings including WI Hall North Willesborough if necessary, SWAN centre, the School, BGFC if available, Baxendale Court and The Stockpot.

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

DM thanked PB for clearing up the alleyway behind Alfred Road and for trimming the trees. Remarked that ABC had responded by tidying and clearing the gardens in the area.

PB requested that planning a Big Clean Up was agreed for the next Agenda and that members walk around their area to find pockets or blackspots for litter and overgrowth and tidying up in advance of this.

EP requested the delayed Summer Events be put on the Agenda

SC requested Parking in Canterbury Road and the potholes on this road be put onto the P&H agenda agreed by AR

PP raised the issue of rubbish in the Aylesford stream, Overgrown footpaths and underpass graffiti all of which have been reported.

There being no further business the Chair closed the meeting at 19:22pm

Signed _____
(Chair)

Dated ____/____/____